One Vision Housing

Job Description

Our Vision: To provide high quality, affordable homes in thriving communities where people have a sense of pride and place.	
Directorate:	**Corporate Services**
Team:	**Finance**
Job title:	**Finance Officer**
Responsible to:	**Management Accountant (Qualified/Trainee)**
Responsible for:	**N/A**

1	**Job Purpose**
1.1	To assist in the production of the Groups, Financial, Management and Statutory Account reporting processes, including providing assistance with Annual Budget preparation, monitoring and reporting.
2	**Key Objectives**
2.1	To assist in the production of the Groups monthly and quarterly management accounts, including accruals, prepayments, income analysis, Inter-Company, Income and Expenditure Account, Balance Sheet and Cash Flow reconciliations.
2.2	To provide dedicated financial and administrative support that enables delivery of efficient and effective financial and management reporting services to EMT and Budget Holders by the Financial Services Team. This includes general cover in completing operational task and functions across the Finance Department.
2.3	To extract, analyse and produce timely and accurate financial, management, graphical and statistical reports as required.
2.4	To assist with the production and monitoring of the Groups Base and Reforecast Budget, highlighting any significant variances in financial performance against budget and targets. This includes day to day liaison with the post holders allocated Budget Holders and facilitation of Budget Monitoring Meetings.
2.5	To assist with the closedown of the Groups financial and statutory accounts, including the preparation of audit schedules / packs for review by Financial Services Manager and the Groups External Auditor.

2.6	To collate and prepare grant and other statistical returns as necessary and liaise as appropriate with other agencies / bodies.
2.7	The provide budgetary and financial advice to Budget Holders, including training to assist and support Budget Holders in the overall management and forecasting of their budget(s). This includes hosting budget review meetings and co-ordinating accurate budget forecasting and variance information.
2.8	To monitor and interpret financial information and trends and ensure that it is reported in an appropriate manner.
2.9	To update, maintain and ensure the integrity of the Groups Sun Financial Management System, including reconciliation, training, development and reporting writing aspects of the system.
2.10	To assist with the identification and tracking of efficiency savings and the co-ordination and production of the Groups Annual Efficiency Statement.
2.11	To prepare, calculate and service charges bills and statements levied for the provision of additional services by the Group.
2.12	To update the Groups Housing Management System as necessary, including adjustments to customer rent and leaseholder accounts.
2.13	To administer the Groups Sundry Debtor and Direct Debit Systems, preparing invoices, completing regular reconciliations and daily cash file imports as necessary.
2.14	To assist the Financial Services Manager to implement and monitor financial plans and policies.
2.15	To assist and liaise as appropriate with the Groups Internal and External Auditors.
3.0	**General Terms and Conditions**
3.1	To meet appraisal targets and support the delivery and achievement of overall business objectives.
3.2	To develop OVH's commitment to equality and diversity and to promote non discriminatory practices in all aspects of work undertaken.
3.3	To adhere with section 7 of the Health and Safety at Work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
3.4	This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.