

JOB DESCRIPTION

JOB TITLE:	Finance Manager
DEPARTMENT:	Finance
RESPONSIBLE TO:	Finance Director
RESPONSIBLE FOR:	-

JOB PURPOSE

- To take prime responsibility for delivery of the Association's financial operations.
- To assist the Finance Director in the effective management of the Association's (THA) financial operations, and those of the development subsidiary, and to support delivery of financial services in THA's role as Managing Agents.

CORE RESPONSIBILITIES:

A. Financial Control

- To prepare and present the monthly management accounts and Performance Indicator information required for both internal and external purposes
- To assist the Finance Director in the annual budget preparation, liaise with the Senior Management Team and assist with the production of service charge accounts as required.
- To assist the Finance Director with the preparation of the year end Financial Accounts and liaise with the External Auditors as required
- To maintain and supervise the accuracy and completeness of the Association's nominal ledgers and maintain those for debtors, cash, creditors, and the rent ledger.
- To reconcile nominal ledger control accounts on a monthly basis.
- To provide financial reports and information for the Senior Management Team as required
- To maintain the accuracy and completeness of the rent accounting system, including account maintenance, raise accounts and compile reports for internal management purposes as required.

- To provide financial information to other staff as requested for rent increases and rent setting purposes and calculate rents as required
- To maintain the accuracy and completeness of the financial systems used to record loan interest and investment income.
- To assist with the completion of any regulatory returns or the provision of financial or statistical information required.

B. Financial timetable

- To assist the Finance Director in preparation of the annual financial timetable, incorporating monthly management reports, audit, budget and year-end accounts timetables and other key deliverables for the Finance team.

C. Payroll

- To organise and ensure proper calculation and payment of all salaries, wages and other deductions, together with all matters (including timely payments) relating to taxation, national insurance, pensions and other matters.
- To administer the Association's pension payments, liaise with the pension administrators and ensure that all necessary policies and procedures are followed.
- To prepare year-end Form P35 for authorisation by Finance Director prior to filing with HMRC.

D. Payments

- To organise all BACS payments online and act as a user on the CallPay system.
- To ensure all items of income are receipted and the timely banking of all monies received at Head Office

E. The Board and Committees

- To assist in preparation of reports to the Board, Finance, Audit and Development Committee and other Committees as required.

F. I.T. Services

- To liaise with our external IT support provider regarding problems that may arise within the Association to ensure that any issues are resolved as efficiently and effectively as possible.
- To assist the Finance Director in advising the Chief Executive and other senior managers on the potential uses of the computer system and to ensure that they are given adequate assistance with any developments.

G. General

- To provide staff cover within the Finance Department and respond to tenant queries if required.
- To ensure confidentiality of all information dealt with and operate in accordance with the Association's confidentiality policy.
- To uphold and promote all aspects of the Association's Equality and Diversity Strategy and Code of Conduct.
- To adhere to the Association's Health and Safety Policy and procedures.
- To attend training courses, seminars and working parties in agreement with the Finance Director and Chief Executive.
- To attend the Association's Committees if required.
- To visit the Association's schemes and properties if required.
- To utilise and to have full familiarity of the Association's computerised systems to complete the duties of this position.
- To carry out such other duties and responsibilities as may from time to time be required in order to achieve the Association's objectives and which are consistent with the skills and experience expected of the Finance Manager.

Note: The Association reserves the right to amend this job description as necessary, after consultation with the post-holder, to reflect changes in the job.