

## **Manningham Housing Association Job Description**

**Post Title**                      **Finance & Performance Officer**

**Responsible to:**      Finance & Performance Business Partner

**Job Purpose:**              Provide effective management accounting and performance monitoring services to the organisation. Ensure financial records are maintained efficiently and to a high level of accuracy, including the administration of purchase and sales ledgers. Contribute to the development and implementation of policies, processes and controls to safeguard MHA's assets, represent best practice and value for money, and comply with all financial reporting, regulatory and legislative requirements.

Ensure MHA operates to the highest standards of compliance and probity.

### **Dimensions**

**Responsible for:**      Day-to-day management accounting and performance monitoring, and supporting the effective delivery of all aspects of financial service provision to the Association and its stakeholders.

Undertaking customer insight activity to provide timely, relevant information to the organisation to facilitate the continuous improvement of customer services.

**Budget  
responsibility:**              None

### **Key Deliverable and Outcomes**

1. Provide collaborative, high-quality financial services and support to MHA and its stakeholders.
2. Foster and promote collaborative working with colleagues throughout MHA.
3. Support in the development of robust and efficient procedures and processes that reflect best practice and demonstrate effective control and risk management.
4. Provide advice and support in the preparation of annual budgets, working in collaboration with budget holders.
5. Undertake all aspects of day to day accounting and recording of transactions, including the preparation and posting of journals and supporting documentation.
6. Maintain accrual and prepayments schedules, ensuring these are recognised as income / expenditure in a timely manner and in accordance with accounting standards.
7. Support the production of monthly management accounts (including actual and forecast results) for the organisation and quarterly financial and performance reporting to the Board.

8. Undertake all aspects of purchase and sales ledger administration, including logging and monitoring invoice progression; checking coding; preparing files for payment; chasing unpaid invoices, and ensuring invoices are issued and suppliers are paid in an accurate and timely manner.
9. Maintain an up-to-date approved supplier list and undertake periodic reconciliations of supplier statements to purchase ledger balances.
10. Ensure the effective administration of the staff and Board Member expenses system, ensuring claims are made and authorised in accordance with MHA policy and paid in a timely manner.
11. Provide day to day advice and support to the organisation in respect of management accounts, budget preparation and monitoring, coding of invoices and other financial matters.
12. Support the Finance & Performance Business Partner in the annual calculation of rent and service charges and communication with customers.
13. Ensure intra group transactions between MHA and its subsidiary are recorded in the financial ledgers in an accurate and timely manner.
14. Support the preparation of the Financial Statements; work in partnership with Finance colleagues to in the preparation of primary statements, notes, disclosures and the external audit file.
15. In collaboration with front-facing colleagues, support the production, analysis and reporting of non-financial performance information.
16. Support the preparation of periodic performance reporting, particularly in respect of property information and customer insight.
17. Support customer insight activity and analysis, such as the design and administration of surveys and other customer feedback mechanisms.
18. To carry out any other duties that may be reasonably requested by the Finance & Performance Business Partner.
19. The post-holder's duties must at all times be carried out in compliance with legislative requirements such as health and safety and all of the Associations policies and procedures in particular the Equality and Diversity Policy and any other policies designed to protect employees or service users.
20. It is the duty of the post-holder not to act in a prejudicial or discriminatory manner towards any customers or employees, including discrimination towards anyone under the protected characteristics under the Equality Act 2012. This includes some of the following age, gender reassignment, disability, marriage and civil partnerships, race, religion, belief and sexual orientation. The post-holder should not accept any such practice or behaviour and should either challenge or report it.

## **SIGN OFF**

**Job Holder:**

**Line Manager:**

**Signature:**

**Signature:**

**Date:**

**Date:**



## Manningham Housing Association

### PERSONNEL SPECIFICATION FOR FINANCE & PERFORMANCE OFFICER

REQUIREMENTS	ESSENTIAL DESIRABLE	METHOD OF IDENTIFICATION
<b>Education and Qualifications</b>		
Completion of Stage 1 of AAT qualification	Essential	Application Form
Progression towards completion of AAT or willingness to study to this level	Essential	Application Form/Interview
AAT full qualification	Desirable	Application Form
<b>Experience</b>		
Experience of working within a finance role within a Finance Department or similar environment	Essential	Application Form/Interview
Experience of maintaining financial ledgers and records	Essential	Application Form/Interview
Experience of preparing / posting of journals, accruals and prepayments and supporting documentation	Essential	Application Form/Interview
Experience of management accounts preparation	Essential	Application Form/Interview
Experience of preparing and analysing financial and management information for others	Essential	Application Form/Interview
Experience of working within the Social Housing sector or other regulated sector	Desirable	Application Form/Interview
Experience of undertaking customer surveys, performance analysis and reporting	Desirable	Application Form/Interview
Experience of working with SDM finance system	Desirable	Application Form/Interview
Experience of preparing financial statements or parts thereof (eg primary statements, notes, disclosures)	Desirable	Application Form/Interview
<b>Practical and Intellectual Skills</b>		
Knowledge of financial risk management and effective financial control systems	Essential	Application Form/Interview

REQUIREMENTS	ESSENTIAL DESIRABLE	METHOD OF IDENTIFICATION
Knowledge / Experience of purchase and sales ledger administration and control frameworks	Essential	Application Form/Interview
Proven track record of building relationships with non-Finance colleagues to support effective partnership working and budget management	Essential	Application Form/Interview
Knowledge of the social housing regulatory frameworks and financial reporting regimes	Desirable	Application Form/Interview
Up-to-date knowledge of UK accounting standards, including FRS102	Desirable	Application Form/Interview
<b>Development</b>		
Evidence of continuous professional development	Essential	Application Form/Interview
<b>Personal Qualities</b>		
Self-motivating, works to high standards and with a high degree of personal and professional integrity	Essential	Application Form/Interview/Reference
Works collaboratively with colleagues and develops working relationships to facilitate effective service delivery	Essential	Application Form/Interview
Able to present financial and performance information in a way that can be understood by financial and non-financial audiences	Essential	Application Form/Interview
Ability to analyse financial and non-financial data	Essential	Application Form/Interview
Ability to plan and prioritise effectively, and work to deadlines	Essential	Application Form/Interview/Reference
Ability to identify opportunities for improvement and implement changes to improve efficiency of procedures	Essential	Application Form/Interview/Reference
Ability to deliver excellence in financial reporting, customer service and quality	Essential	Application Form/Interview
Demonstrates adaptability and resilience	Essential	Application Form/Interview/Reference
Ability to question / challenge in a positive manner	Essential	Application Form/Interview
Flexible and willing to 'go the extra mile' to meet the needs of the organisation	Essential	Application Form/Interview/Reference

**The Associations 'Expectations of our Colleagues' apply to this role**