

# Finance Assistant - Accounts Receivable

## Job Description

<b>Post title</b>	<b>Finance Assistant - Accounts Receivable</b>
<b>Pension</b>	3% Employer Contribution
<b>Hours of work</b>	20 hours per week
<b>Salary</b>	£13.45 per hour £13,988 Actual Annual Salary (FTE: £26,227.50)
<b>Holiday entitlement</b>	92 hours annual leave plus statutory bank holidays (FTE: 172.5 hours)
<b>Based at</b>	Accommodation Concern, Northamptonshire
<b>Accountable to</b>	Finance Manager
<b>Direct reports</b>	None

## Purpose of the Job

The Finance Assistant (Accounts Receivable) records and reconciles income accurately for Accommodation Concern, covering rental income, housing benefits and other funding streams. This position supports cashflow management while also assisting with payroll, reconciliations and general finance administration across the organisation.

## Main Responsibilities:

- Manage day-to-day financial transactions in QuickBooks, including invoicing, collections and responding to enquiries.
- Manage day-to-day financial transactions in RoomMatch, accurately allocating and reconciling income, monitoring outstanding balances, and following up on debt to ensure timely collection and accurate financial records.
- Maintain the general ledger by verifying, allocating and posting transactions. Accurately record income, for example housing benefit, grants, resident contributions and housing benefit overpayments, and allocate receipts to the correct funding streams.
- Monitor outstanding balances and assist with follow-up on discrepancies or unpaid amounts, posting receipts and payments across multiple bank accounts.
- Reconcile bank, credit card and other financial accounts, and perform regular bank and income reconciliations.
- Assist with month-end income reporting and variance analysis, support audit queries relating to income and debtors, and prepare financial reports such as balance sheets, income statements and cash-flow statements.
- Contribute to cashflow management, budgeting and financial forecasting.
- Support payroll processing, including data checks and reconciliations, and assist with pension-related administration as required.
- Maintain organised financial documentation for audits and compliance and perform general finance tasks such as data entry and system updates.
- Undertake ad-hoc administrative duties to support the finance function and help improve finance processes and controls.

- Provide cover for the Accounts Payable role or other finance colleagues during periods of absence or sickness, ensuring continuity across the finance team.

Annual objectives will be set for this role which will be used to monitor and evaluate performance within the appraisal system.

This job description may be subject to review in light of the developing organisation and in consultation with the post holder.

## **Person Specification**

Full training and induction will be provided to the successful candidate.

### **Education & Qualifications**

#### **Desirable**

AAT qualification (or working towards) or a relevant degree in Accounting, Finance or a related field.

### **Experience**

#### **Essential**

Experience in accounts receivable, income management or a similar finance support role.

#### **Desirable**

Experience handling housing benefit, grant income or working in the charity, housing or public sector.

Experience with accounting software such as QuickBooks, Xero or Sage.

### **Knowledge and Understanding**

#### **Essential**

Understanding of bookkeeping and accounting principles.

Proficiency in Microsoft Excel and general IT skills.

### **Aptitudes and skills**

#### **Essential**

Strong numerical skills and attention to detail.

Confident communicator when dealing with internal teams and external stakeholders.

Strong organisational skills and ability to handle multiple tasks and meet deadlines.

Proactive approach to problem solving and process improvement.

### **Personal Attributes**

#### **Essential**

Attention to detail.

Professional and reliable approach to work.