

JOB DESCRIPTION

Job Title: Finance Analyst
Reports to: Finance Manager
Line Management: Nil

JOB SUMMARY

- Process and record all income including rent, service charges, and other receipts to ensure accurate and timely financial reporting.
- Manage daily bank reconciliations and ensure all bank receipts are accurately posted and reconciled on a daily basis.
- Upload daily rent SAF files from CX to SUN accounting system and resolve any upload errors.
- Process Giro, Standing Orders, All Pay and Barclays rent downloads daily, dealing with and resolving any errors before uploading to CX.
- Administer the Tenants' Decoration Allowance scheme accurately and efficiently, ensuring tenants are reimbursed promptly with the correct allowance.
- Process other tenant payments including bereavement allowances and condolence payments.
- Manage the charging of rents and other income including inputting of data, ensuring data is accurate and up to date, ensuring weekly, bi weekly and monthly rent debit is accurately run.
- Develop and maintain good working relationships with Housing Benefit departments and DWP offices to ensure the effective processing of claims. Maintain up to date knowledge of housing benefit regulations and their place within the wider Universal Credit scheme.
- Process rent adjustments and ACR (Additional Charge Recovery) postings and adjustments.
- Manage suspense account clearance on a weekly basis, liaising with internal and external parties as required.
- Review tenant and ACR ledgers for unusual balances, particularly credit balances, and take appropriate action.
- Liaise with CX and SUN regarding rent debit errors and scheduling issues.
- Set up new suppliers and manage supplier bank account detail changes as required.
- Process bad debts and charitable rent donations as required.
- Handle cash collections and counting as needed.
- Liaise with Barclays, Insignis, Telleroo, Soldo, etc regarding queries, cancelled cheques, direct debits, and payment recalls.
- Assist with company and land registry searches as required for HM and PSD departments.
- Prepare rent reports before period closedown.
- Assist the finance team with the processing and payments of invoices and respond to contractor queries regarding non-payment of invoices.
- Ensure compliance with the Trust's policies and procedures and legal obligations is adhered to.
- Any other reasonable duties as directed.

PERSON SPECIFICATION

Qualifications and Education	Essential	Desirable
AAT, ACCA or CIMA qualification or working towards an accountancy qualification		X
At least 3 years' experience in a finance role with income processing and bank reconciliation responsibilities	X	
Knowledge, Skills and Experience		
Experience of income processing and rent accounting	X	

Qualifications and Education	Essential	Desirable
Experience of daily bank reconciliations	x	
Experience in the use of accounts & office IT systems, including CX and SUN		x
Experience of inputting financial data into accountancy systems	x	
Experience working in housing association or charity sector		x
Experience of communicating with colleagues at all levels	x	
Clear attention to detail whilst maintaining sight of the bigger picture for the team	x	
Competent user of MS Outlook, Word and Excel	x	
Personal Qualities		
Dynamic, flexible and innovative	x	
A collaborative person who works with colleagues to deliver strategic outcomes	x	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, proactive, collaborative and agile mind-set	x	
Clear identification with charitable purpose and tireless working for beneficiaries		x
Comply with responsibilities regarding safeguarding & training	x	

December 2025