

**JOB PROFILE:** Finance Assistant

**RESPONSIBLE TO:** Finance Manager (Transaction Processing)

**PURPOSE:** To work in a small team and contribute to the effective and efficient entry and processing of financial and payroll data for Teign Housing and its subsidiary

Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**CONTACTS:** Daily contact with other Teign Housing staff, tenants and leaseholders. The post holder will build up good relationships with private, statutory and voluntary agencies and the local authority.

**ROLES AND RESPONSIBILITIES:**

1. Processing monthly payroll for Teign Housing and Templer HomeBuild
2. Processing weekly payroll for Templer HomeBuild
3. Sales Ledger - Invoicing and credit control
4. Cash Book and banking and reconciliations
5. Purchase ledger - Posting invoices, matching, processing payments
6. Processing expense claims
7. Administration of direct debits
8. Allpay administration
9. Processing and reconciliation of rents
10. Administration of utility invoicing
11. Administration for company vehicles
12. Administration of HB receipts
13. Administration of TeignCare invoicing / refunds
14. Administration of service charges

**OTHER DUTIES:**

1. Continuously promote the Equal Opportunities and Diversity Strategy in the activities of Teign Housing.
2. Make full use of IT in all appropriate tasks.
3. Promoting a positive image of Teign Housing to customers and stakeholders
4. To work within the Company’s Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.
5. Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures
6. Any other duties within the scope of the post as directed by the line manager

No job profile can cover every issue, which may arise within the post at various times, and the job holder is expected to carry out other duties requested by their line manager from time to time.

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………