

**JOB PROFILE:** Finance Assistant

**RESPONSIBLE TO:** Transactional Finance Manager

**PURPOSE:** To work in a small team and contribute to the effective and efficient entry and processing of financial 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. Daily administration of the departmental phone line
2. Daily administration of the departmental mailbox
3. Sales Ledger – entering and posting out sales invoices as required
4. Daily entering of bank transactions into the housing and finance systems
5. Purchase ledger – entering of invoices and passing invoices for authorisation
6. Setting up new Direct Debits over the phone as required
7. Entering adjustments to rents and charges
8. Administration of utility bills
9. Processing of Housing Benefit receipts
10. Checking data accuracy as required
11. Ad hoc administrative duties

**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

**Health and Safety Responsibilities**

1. Take responsibility for own Health & Safety and not to put others at risk.
2. To follow all guidance, policies and procedures associated with health and safety and ensure any risk assessments for this role have been read and understood.
3. To comply with all health and safety legislation and regulations associated with the role. If in doubt, contact the Health and Safety Team for help and support.

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: …………………………………………………………………………………………