

Job Description

Job Title:	Finance Support Partner
Directorate	Resources
Department:	Finance
Location:	Rising Sun Industrial Estate, Blaina
Reports to:	Senior Finance Business Partner
Date JD Agreed:	September 2024

Job Purpose

Work in partnership with the Senior Finance Business Partner and Management Accountants, assisting in the preparation of accurate and timely monthly revenue and capital management accounts. Monitor the integrity of the financial ledgers to ensure correct allocation of transactions and reconciliation of accounts and the preparation of annual service charges.

Values

Our Values that support our Vision, Mission, and Aims are **CALON**. These values are vital to supporting our work as an organisation and are encouraged as our culture and way of working.

C – Creativity: we want people to think differently, challenge processes where they can see improvement, and take risks.

A – Authentic: we want people to be themselves and be open, honest, and trustworthy, and act with integrity.

L – Learning: we want people to understand the importance of learning as an ongoing approach to success in their roles.

O – Ownership: we want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

N – “Not on your own”: we are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

Core Responsibilities

- Assist in the production of monthly management accounts.

- Support the preparation and delivery of real time financial data and cost accounting information.
- Support the Treasury Function.
- Accurate recording and timely banking of non-rent cash/cheques receipts and allocation of these receipts to relevant accounts on the Accounts Receivables system/General Ledger.
- Responsible for analysing and processing of monthly utility bills.
- Responsible for the monthly reconciliation of Company Credit Card accounts.
- Responsible for the reconciliation and control of all bank accounts and petty cash impress and processing journals as appropriate.
- Manage, analyse and calculate annual service charges for Sheltered Schemes ensuring accuracy, compliance with Health & Safety requirements and to support budget setting.
- Manage, analyse and calculate rechargeable Section 20 works to Leaseholders working with the Land and Legal partner
- Review and maintenance of the Purchase Ordering System licensing.
- Provide support and training to employees on the Procure to Pay system which complies with Tai Calon's Financial Regulations and Scheme of Delegation.
- Carry out ad hoc projects as required.

Key working Relationships

- Partner with Senior Finance Business Partner and Management Accountants for the timely delivery of financial information.
- Work effectively across the organisation and with internal and external partners.
- Active member of the finance management team within the resources directorate assisting in the delivery of operational and strategic objectives.
- The post holder will promote financial awareness throughout the organisation.
- Support the Head of Finance, Senior Finance Business Partner and Management Accountants to ensure the integrity of the finance system.
- Ensure that all processes and procedures are complied with.

Work Environment

- Ensure that regular communication is maintained whilst working in a hybrid environment.
- Able to prioritise work against conflicting demands
- To comply with the organisations Health and Safety Policies and Procedures, recognising that effective Health and Safety is every employees responsibility.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Understand and demonstrate the principles of confidentiality
- The post holder will be required to collect petty cash from the bank.

Essential	Desirable	PERSON SPECIFICATION	How Assessed		
		JOB TITLE: Finance Support Partner	Application Form	Interview	Practical
		1. QUALIFICATIONS			
✓		Educated to level 3 of the National Qualification Framework for England, Wales and Northern Ireland	✓		
	✓	Working towards a finance Qualification e.g. AAT, ACCA, CIPFA, CIMA	✓		
		2. KNOWLEDGE			
	✓	Housing association finance and SORPs	✓		
✓		Open Accounts financial system (or similar)	✓		
	✓	Knowledge of the social housing sector in Wales		✓	
	✓	Knowledge of Section 20 Process	✓		
	✓	Knowledge of Service Charges	✓		
		3. EXPERIENCE			
✓		Experience within a similar role of similar responsibilities	✓	✓	
✓		Experience in accurate recording of financial transactions/bank reconciliation.	✓	✓	
✓		Advanced user of Microsoft Office, including Word, Excel & PowerPoint.	✓		✓
	✓	Experience using Northgate or a similar management system	✓		
	✓	Managing budgets and resources.	✓		
		4. SKILLS			
✓		Be able to demonstrate excellent written and verbal communication skills.	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships with people across the business.		✓	

Essential	Desirable	PERSON SPECIFICATION	How Assessed		
		JOB TITLE: Finance Support Partner	Application Form	Interview	Practical
✓		Ability to analyse data and statistical information and use it to develop, monitor and improve services.		✓	
✓		Well organised with an attention to detail to ensure effective work planning, prioritisation, multi-tasking and the meeting of deadlines of own work and that of others		✓	
✓		Able to problem solve and make sound judgements of decisions when required.	✓	✓	
✓		Negotiates effectively showing a willingness to find a common ground.		✓	
✓		Excellent IT Skills including Excel, financial reporting tools (eg business objects), financial management systems and an ability to produce management information.		✓	
	✓	Welsh Language Skills	✓		
		5. ATTRIBUTES			
✓		Tenant and customer focussed and commitment to CALON Values	✓	✓	
✓		Committed to ongoing personal development and the development of others			
✓		Must be a self-starter, driven and enthusiastic	✓		
✓		Open to change and demonstrate a positive, solution-focused attitude.		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
		6. OTHER			
	✓	Flexible, willingness to work outside of normal working hours.		✓	
✓		Will need to be able to travel as part of the job, in a timely manner			
✓		Requires Disclosure and Barring Service (DBS) check			