

## Role Profile – The What, The Where, The How

<b>POSITION</b>	Finance Officer - Repairs		
<b>TEAM</b>	Finance & Performance	<b>LOCATION</b>	Coastline House
<b>VERSION</b>	2.0	<b>LAST UPDATED</b>	January 2025

### THE PURPOSE OF THIS ROLE IS TO

To assist the Repairs Accountant in effective Group repairs finance activities and to provide a customer focussed service to all Internal and External Customers

## Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. To support the Repairs Accountant in preparing the Group repairs information for the Monthly Management Accounts
2. For Services:
  - Preparation and coding of intercompany postings
  - Production of External customer invoicing
  - Maintain, review and reconcile Sales Day Books and the Fixed Asset schedule
  - Produce and maintain Contract schedules for Internal Works to enable job costing information
  - Preparation of monthly accruals and prepayments
3. Support the Repairs Accountant, other Finance Team members and Services staff in any ad-hoc queries or projects.

## Person Specification – The Who

### PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
  - Put our customers first
  - Be open, honest and accountable
  - Value each other
  - Strive to be the best
- GCSE Maths and English Grade C or above

- Qualified AAT or equivalent
- Experience in an accounting role
- Attention to detail and accuracy with sound analytical and numerical skills
- Communicating effectively with non-financial staff
- Able to plan and prioritise efficiently and flexibly
- Good all round IT skills
- Some experience in the following would be an advantage:
  - SUN systems
  - Committed to Social Housing and Not for Profit Sector
  - Housing Sector finance experience
  - Ability to communicate successfully to senior staff and external bodies

## General Obligations - For All Of Us

1. Represent the company positively with all external agencies.
2. Service and support the company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the company's health and safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the company's policy and standards.

## REPORTING

Reports to the Repairs Accountant

## CONTACTS

### Internal

- Directors, Budget Holders and all Staff across the company

### External

- Customers, Customers representatives, Housing Associations, Government Agencies, Local Government, Solicitors, Suppliers, Auditors