

ROLE PROFILE

POSITION	Finance Assistant - Training Role	GRADE	G4 circa £21,000 + Training Contract
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	September 2020

PURPOSE OF ROLE	<p>To work across the finance and performance team under the direction of the Head of Finance with a dotted line to the Director of Finance and ICT as mentor under the training agreement.</p> <p>The nature of the role may require work across any of the key accountabilities listed under the direction of the Head of Finance, but these are indicative and provide the basis for ensuring that a suitable level of practical experience is gained alongside working towards a suitable professional accountancy qualification.</p>
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KEY ACCOUNTABILITIES (may include)

1. Maintenance and reconciliation of all Group cash books and bank accounts on a weekly basis.
2. Daily reconciliation of cash kept in safe overnight. Carry out ad-hoc audit of safe contents.
3. Updating Group cashflow forecast on a weekly basis, indicating when large payments should be avoided
4. Preparing the financial information on all housing disposals
5. Monitoring and reporting of all Development schemes and liaising with Development colleagues to ensure all transactions are correctly and accurately accounted for.
6. Reporting and accounting for all sales on development schemes.
7. Support the Development Accountant and other Finance Team members in any ad-hoc queries or projects.
8. Maintenance of the Group treasury loan schedules and ensuring interest payments are arranged to be paid on time.
9. Supporting work in relation to securitization matters, which may include charging new properties and seeking approval for properties to be released.

GENERAL OBLIGATIONS

1. Enter into an Training agreement and make reasonable progress towards achieving a professional qualification within 3-years
2. Represent the Group positively with all external agencies.

3. Service and support the Group as requested.
4. Establish, develop and maintain effective working relationships with all work colleagues.
5. Ensure compliance with the Group Health and Safety policies and procedures.
6. Continually promote equal opportunities and customer care in full compliance with Group policy and standards.

REPORTING

- Reports to the Head of Finance
- Dotted line in relation to mentoring on training to the Director of Finance and ICT

CONTACTS

Internal

- Colleagues across the Group

External

- Customers, Customers representatives, Housing Associations, Government Agencies, Local Government, Auditors, Banks

PERSON SPECIFICATION

POSITION	Finance Apprentice (training contract)	GRADE	G4-G7
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	September 2020

QUALITY	ESSENTIAL	DESIRABLE
Personal Skills	<ul style="list-style-type: none"> • Demonstrate behaviours in accordance with Coastline’s values: <ul style="list-style-type: none"> ✓ Put our customers first ✓ Be open, honest and accountable ✓ Value each other ✓ Strive to be the best • Team player • Commitment to working with a customer service focused approach • Innovative and proactive attitude and willing to embrace change • High standards of professionalism and personal integrity 	
Education & Qualifications:	<ul style="list-style-type: none"> • Agreement to enter into training contract and make progress towards obtaining suitable professional accountancy qualification within agreed standards and timescales • GCSE Maths and English grade C or above 	<ul style="list-style-type: none"> • Part Qualified AAT or equivalent
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Good knowledge of Microsoft Excel and Word • High level of numeracy 	<ul style="list-style-type: none"> • SUN Systems • Housing Sector finance experience • Experience in an accounting role • Experience in purchase or sales ledger environment • Work with data extraction and manipulation

Job Related skills	<ul style="list-style-type: none"> • Attention to detail and accuracy • Sound analytical and numerical skills • Able to plan and prioritise efficiently and flexibly • Good all round ICT Skills 	<ul style="list-style-type: none"> • Communicating effectively with non-financial colleagues.
Other	<ul style="list-style-type: none"> • Flexible approach to work. • Ability to act tactfully with discretion and confidentiality. • Satisfactory Basic DBS Check (undertaken by Coastline. 	