



## ROLE PROFILE

<b>POSITION</b>	Income & Supported Housing Accountant	<b>GRADE</b>	G8
<b>TEAM</b>	Finance & Performance	<b>LOCATION</b>	Coastline House
<b>VERSION</b>	1.0	<b>LAST UPDATED</b>	September 2021

<b>PURPOSE OF ROLE</b>	To provide effective housing finance activities and a customer focussed service to all Internal and External Customers.
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## KEY ACCOUNTABILITIES

1. Responsible for the regular reporting on all aspects of Group income, maintenance of the rolling forecast and preparation of the income forecast and budget for inclusion in the Group budget.
2. Responsible for preparation of the annual rent uplifts including any detailed checks and involvement in year-end reporting as required.
3. Responsible for maintaining, managing and changing the mapping of rent transactions through any required interface into SUN, in liaison with the Financial Controller.
4. Responsible for ensuring the accuracy of income transactions by preparing any rent account reconciliations on a monthly basis and posting necessary corrections as authorised.
5. Responsible for preparation and independent examination of resident association accounts.
6. Responsible for ensuring all service charges and sinking fund activities are appropriately accounted and reported.
7. Responsible for the Group's Debtor Control function, ensuring all invoices and grant claims are recorded and accounted for, chasing debt owed to the Group, reporting the age of the debt to Management and any other necessary duties.
8. Lead on preparing the budget and forecast for all Care & Support activities.
9. Lead on all financial reporting for Care & Support activities, including financial contract management of the various activities.
10. Provide the lead finance support role in relation to tenders and any other operational matters in relation to supported housing
11. Support the Head of Finance and other finance team members in any ad-hoc queries or projects.

## GENERAL OBLIGATIONS

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 Head of Finance
- Finance Officer reporting into this role

## CONTACTS

### Internal

- Budget Holders and all Staff across the company

### External

- Customers, Customer representatives, Housing associations, Government Agencies, Local Government, HMRC

## PERSON SPECIFICATION

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QUALITY	ESSENTIAL	DESIRABLE
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate behaviours in accordance with Coastline's values:                             <ul style="list-style-type: none"> <li>✓ Put our customers first</li> <li>✓ Be open, honest and accountable</li> <li>✓ Value each other</li> <li>✓ Strive to be the best</li> </ul> </li> <li>• Team player</li> <li>• Commitment to working with a customer service focused approach</li> <li>• Innovative and proactive attitude and willing to embrace change</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to Social Housing and Not For Profit sector</li> </ul>
<b>Education &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English Grade C or Above and 2 A Levels or equivalent</li> <li>• A recognised accountancy qualification e.g. ACCA, CIMA, ICA</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Degree in Finance or Business.</li> </ul>

<b>Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• 3 years in an Accounting Role if fully qualified, (or 5 years if qualified by experience)</li> <li>• Previous experience of a computerised Ledger system.</li> <li>• Good understanding of Double Entry book keeping.</li> <li>• Preparation and understanding of accruals and prepayments.</li> <li>• Experience of preparing regular management accounts.</li> <li>• Experience of preparing and co-ordinating Annual Budgets and Forecasts.</li> <li>• Communicating with Senior Managers, internal customers and external customers.</li> <li>• Excellent working knowledge of Microsoft Excel and Word.</li> <li>• Understanding of Accounting Standards and Concepts.</li> <li>• Good working knowledge of VAT</li> </ul>	<ul style="list-style-type: none"> <li>• Working experience with Sun Systems and reporting in Vision (Q&amp;A).</li> <li>• Report writing for Senior Management and Board.</li> <li>• Housing Sector finance experience.</li> <li>• Understanding and experience of the partial recovery method of VAT.</li> </ul>
<b>Job Related skills</b>	<ul style="list-style-type: none"> <li>• Attention to Detail and Accuracy</li> <li>• Sound analytical and numerical skills</li> <li>• Able to plan and prioritise efficiently and flexibly</li> <li>• Communicating effectively with non-financial staff.</li> <li>• Good all round IT Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate successfully to senior staff and external bodies.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work.</li> <li>• Ability to act tactfully with discretion and confidentiality.</li> <li>• Satisfactory Basic DBS check</li> </ul>	