

Role Profile – The What, The Where, The How

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|-----------------|---------------------------------------|---------------------|---|
| POSITION | Income & Supported Housing Accountant | GRADE | G8 |
| TEAM | Finance and Performance | LOCATION | Coastline House (hybrid agile working) |
| VERSION | | LAST UPDATED | May 2022 |

THE PURPOSE OF THIS ROLE IS TO

Provide effective housing finance activities and a customer-focused service to all internal and external customers.

Specific Accountabilities – The Brass Tacks

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

1. 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. Preparing the annual rent uplifts, including any detailed checks and involvement in year-end reporting, as required.
3. Maintaining, managing and changing the mapping of rent transactions through any required interface into SUN, in liaison with the Financial Controller.
4. Ensuring the accuracy of income transactions by preparing any rent account reconciliations on a monthly basis and posting necessary corrections as authorised.
5. The preparation and independent examination of residents' association accounts.
6. Ensuring all service charges and sinking fund activities are appropriately accounted and reported.
7. 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. Leading on preparing the budget and forecast for all Care and Support activities.
9. Leading on all financial reporting for Care and Support activities, including their financial contract management.
10. Providing the lead finance support role for tenders and other supported housing operational matters.
11. Supporting the Head of Finance and other finance team members 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
- Has three years' experience in an accounting role, if fully qualified, or five years if qualified by experience, and experience of a computerised ledger system;
- A good understanding of double entry bookkeeping, and the preparation of accruals and prepayments.
- Experience of preparing regular management accounts.
- Experience of preparing and co-ordinating annual budgets and forecasts.
- A satisfactory basic DBS check;
- Some experience in the following would be an advantage:
Working experience with SunSystems and reporting in Vision (Q&A); report writing for senior management; experience of housing sector finance; experience of the partial recovery method of VAT.

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.

