

WYKE ESTATE TENANT MANAGEMENT CO-OPERATIVE

JOB DESCRIPTION

Title: Finance & Administration Officer

Section: Finance

Postholder

Reports to: TMC Manager

KEY OBJECTIVES

To manage the Financial processes of the TMC including the processing of payments, raising invoices, reconciliations, banking monies etc.

To Produce Financial Reports, Cashflow Forecasts, Quarterly Accounts for the TMC Board, Sub Committees & Hackney Council.

To Administer the Payroll system.

To ensure prompt returns are made to HMRC, FCA & other Regulatory Bodies.

To Prepare the Quarterly VAT Returns & Process Payments.

To Administer the Rent Accounting processes.

SUMMARY OF GENERIC DUTIES

1. Dealing with Telephone calls & enquiries in a helpful & polite manner.
2. Dealing with Reception duties as required.
3. Ordering & progressing repairs requests.

SUMMARY OF SPECIFIC RESPONSIBILITIES AND DUTIES

1. Responsible for administering & processing suppliers invoices & payments ensuring proper approvals & checks are made.
2. Responsible for reconciliations of all the Co-op's Bank Accounts & transfers within accounts.
3. To ensure prompt invoicing of the Qtr MMA Allowance from Hackney Council
4. To providing cash flow forecasts, financial & management reports.
5. To be responsible for receipt, reconciliation & banking of cash received for rents, permits Sheds etc.
6. To arrange & service the monthly Finance Meeting, ensuring invoices & other payments are ready for approval.
7. To prepare & monitor the Estate Office Repairs, Stationery & equipment budgets.

8. To be responsible for ordering Office Repairs, Stationery & Office Equipment, ensuring equipment (e.g. fire fighting equipment) is maintained in working order.
9. To be the Lead Officer on IT matters, involving purchase of new IT systems, computers & associated repairs & upgrades.
10. To be responsible for the preparation & maintenance of the Financial Procedure Manual.
11. To be responsible for rent accounting involving posting income to the rent ledger including Housing Benefit & reconciliations to the Giro account.
12. To ensure Rent Accounts are monitored up to £300.00, sending reminder letters for arrears, non- payment or HB using the Pyramid system.
13. To ensure that prompt returns are made to the FCA, Customs & Excise & HMRC.
14. To ensure all Pyramid ledgers are closed in the correct periods.
15. To be responsible for year end procedures, providing information for Auditors such as outstanding liabilities & income.
16. Responsible for the administering payroll system & personnel records.
17. Responsible for maintaining & administering manual cashbooks & computerised financial systems.
18. Responsible for administering the petty cash system.
19. To assist with the arranging of AGM's and producing the Annual Report.
20. Responsible for the maintenance of the Asset & Share Registers
21. This job description is not exhaustive and is subject to change.