



Belle Isle Tenant Management Organisation Job Description

Job Title: Finance Officer

Grade: SO1

Belle Isle TMO - Mission and Aims

Belle Isle TMO is a tenant-led social housing provider, managing some 1,850 council homes on behalf of Leeds City Council. We are the largest tenant management organisation outside London and are passionate about serving the local community.

The postholder will be employed by Belle Isle TMO and will work towards helping Belle Isle TMO achieve its mission which is to Build a Better Future for Belle Isle.

Overview of the job

To support the Governance & Finance Team (managed by the Head of Governance and Finance) in helping provide full and timely detailed management accounts across the range of activities of the organisation (Revenue and Capital) and to aid maintenance and management of accounting systems.

Specific Duties

1. To help provide monthly Management Accounts for each activity area of the organisation.
2. Processing and management of payment and income transactions.
3. To aid the development of accounting systems in conjunction with the Head of Governance & Finance and Finance & Performance Manager.
4. To produce the following monthly reconciliations for review and sign off:
 - Bank
 - Petty cash
 - Salaries
 - Creditors
 - Debtors
5. To aid preparation of the following returns:
 - VAT - quarterly
 - Construction Industry Scheme - monthly
6. To work closely with the Head of Governance and Finance and Finance & Performance Manager in maintaining the accounts of Belle Isle TMO and to produce the Final Annual Accounts.

7. To monitor expenditure in accordance with budgets and provide information to budget holders.
8. Any reasonable other duties as required by the Head of Governance & Finance

It should be noted that the above tasks are subject to occasional changes to incorporate other commensurate duties and responsibilities to organisational change/review and to assist flexibility. The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post as specified by the Chief Executive.

Person Specification

Detailed below are the type of skills, experience and knowledge which are required of the post holder. The “Essential Requirements” indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

Area	Essential	Desirable
Experience	Experience of working with computerised financial systems.	A background in the social housing sector.
		Experience of budget preparation and budgetary control.
	Experience of working as part of a team.	Experience of completing final accounts.
	Experience of delivering prescribed outcomes to given timescales and budgets.	Experience of developing spreadsheets and financial modelling.
	Of providing a professional customer focussed service with commitment to customer care.	
	Of planning and organising own work effectively in order to ensure the achievement of objectives.	
Knowledge and Qualifications	An accounting qualification such as AAT qualified/part qualified, or CCAB part qualified; or with extensive experience in a financial accounting position which shows good accounting skills	An understanding of a Tenant Management Organisation including its functions and services.
	Up to date and working knowledge of accounting techniques and financial systems.	
	Of the principles of excellent customer service both face to face and over the telephone.	
	General level of education with minimum GCSE's (grade A to C) or equivalent.	

	A willingness to take responsibility for own continuous development	
Skills	A keen interest in getting things right first time with a good level of attention to detail.	
	Ability to prioritise and plan effectively to ensure deadlines are met.	
	Ability to develop and maintain good working relationships with internal and external customers and stakeholders.	
	Ability to work individually and as part of a team.	
	Ability to produce accurate and detailed reports and present these to colleagues and others.	
	Ability to use own initiative and find creative solutions to problems	
	Ability to work flexibly to meet the needs of the service including possible evening or weekend working.	
	Ability to provide excellent customer service both face to face and over the telephone.	
Values and Attitudes	To uphold and promote the mission, aims, goals, service promise and values of the organisation.	
	Conscientious approach towards completing tasks accurately and to deadlines.	
	To undertake any other duties, commensurate with the level and experience of the post holder, as may from time to time be required by the Chief Executive, to ensure service continuity, and for the benefit of the organisation as a whole.	
	To contribute to the aims of the organisation and the development of services by taking an active part in regular supervision, team meetings, team and individual training, promotional, consultative and tenant involvement opportunities and activities.	
	Willing to take personal responsibility under and abide by Belle Isle TMO's Health and Safety Policy and Equal Opportunities Policies in the duties of the post and as an employee.	

In addition the postholder will contribute to Belle Isle TMO's aims which are to;

- Provide High Quality Services
- Help build a safer and stronger community
- Be a well-run Tenant Management Organisation

Belle Isle TMO Values

The postholder will support Belle Isle TMO's core values which are;

- High standards of governance, accountability, leadership and probity.
- Working together sharing our skills, knowledge and experience, developing and nurturing each other in a supportive and inclusive environment, caring for one another and encouraging trust and mutual respect.
- Doing things to the best of our ability and providing the highest quality of service, aiming to do things right the first time, every time, undertaking regular monitoring against agreed targets, to provide a consistently improving service.
- Ensuring an atmosphere of respect, integrity, fairness and trust - At all times we will be open and honest with each other, treating people fairly, respecting our differences and challenging inappropriate behaviour through our agreed policies and procedures.
- Developing good communication that is clear, accurate and appropriate. We will actively listen to and value each other's' points of view and provide an environment where people are happy to share ideas and information in a variety of ways

Belle Isle TMO - Service promise.

The postholder will contribute positively to Belle Isle TMO's Service promise which is to:

- always be as helpful as we can be;
- offer relevant, useful and accurate information;
- make sure we have a range of services and activities that meet service user needs;
- listen to service users and wherever possible, act on feedback;
- support service users to achieve their goals; and smile