



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Accounts Assistant</b>
<b>Department:</b>	<b>Finance</b>
<b>Location:</b>	<b>10 Mansfield Street, Glasgow, G11 5QP</b>
<b>Salary:</b>	<b>EVH Grade 4</b>
<b>Reports To:</b>	<b>Finance Officer</b>

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### **Overall Purpose**

To assist in the operational running of the Finance section, in particular daily posting to rent/factoring ledger and processing purchase orders/invoices

### **Key Responsibilities**

#### Rent/Factoring Accounting:

- Analyse daily bank statements and post payments on to tenants and owners accounts.
- Investigate any anomalies in the bank statements, in particular missing customer references.
- Handling queries as they arise from customers.
- Processing Allpay requests including ordering cards for customers.

#### Purchase Ledger:

- Register supplier invoices on system.
- Distribute registered invoices to various sections for authorisation and processing invoices on return to Finance.
- Assist in the maintenance of accounts for all suppliers.
- Reconcile supplier statements to the purchase ledger.

#### Purchase Order Processing:

- Match invoices to orders following confirmation from budget holders that goods or services have been delivered.
- Maintaining purchase order register and ensuring procedures are followed correctly.

#### General Duties:

- Assist with processing invoices for common services for property factoring, in particular landlord electricity supply invoices.
- Ensure that petty cash is controlled and reconciled on a weekly/monthly basis as required.
- Process requests for customer refunds.
- Assist the Finance Manager / Officer with the following functions as required:
- Reconciliation of cheques received and other daily banking functions.
- Posting of cash book income & expenditure to the General Ledger.
- Processing of monthly payroll.
- Reception cover if required, face to face signposting of customers to the right services and team member first time (*on return to office*)
- Process telephone and internet payments from customers as required.
- Ensuring procedures regarding the credit card usage are followed correctly.
- Support Finance team in providing appropriate training to trainees, apprentices, etc. and provide day to day guidance and advice.
- Assist in ensuring Health & Safety Policy is being followed.
- Filing and archiving of paperwork on a manual or electronic basis as required, including daily bank statements.



### PERSON SPECIFICATION

**Job Title:** Accounts Assistant  
**Department/Section:** Finance  
**Date:** March 2021

Requirement	Value	
	Essential	Desirable
<b>1. Education and Qualifications</b>		
Educated to SQA higher level or equivalent. May be substituted in exceptional cases where direct relevant experience and appropriate skills can be demonstrated.	✓	
Relevant accounting qualification would be an advantage		✓
<b>2. Skills and Abilities</b>		
Excellent IT skills, including use of Microsoft Office applications	✓	
High degree of accuracy in extracting and updating computerised and other records, including financial information	✓	
Numerate	✓	
Excellent communication skills, verbal and written.	✓	
High level of personal integrity and confidentiality.	✓	
Work collaboratively with team members and colleagues	✓	
Demonstrable enthusiasm and commitment to work with customers face to face and on the telephone in a customer and community focused environment	✓	
Ability to work on own initiative without detailed supervision	✓	
Deliver excellent customer service	✓	
Performance and efficiency driven	✓	
<b>3. Experience and Knowledge</b>		
Experience and working knowledge of IT based accounting packages required	✓	
Experience with bank and cash reconciliations	✓	
Experience with rent accounting		✓
Experience of dealing directly with customers and /or suppliers		✓

Understanding of the social housing sector and how housing associations work		✓
<b>4. Other Requirements</b>		
Can commit to evening and weekend working when required.	✓	
You are also required to undertake any other duties within your capabilities as may be reasonably required and work in accordance with PHA Company Values	✓	