

JOB TITLE: Financial Management Assistant

GRADE: Grade 8A

REPORTING TO: Financial Management Business Partner

RESPONSIBLE FOR: This role does not have any direct reports

ROLE PURPOSE AND SCOPE

- To support the Financial Management team to deliver an effective, flexible and customer focused service that supports the business to deliver its financial strategy.

KEY RESPONSIBILITIES

- You will support the delivery of an effective financial management business partnering service across the directorate.
- You will assist with the development of the short and medium term financial strategies through providing financial analysis and support to the Finance Business Partners and Specialists.
- You will assist with preparing timely monthly and quarterly management accounts and analysis for budget managers, directors, Executive Management Team, regulators, Board, funders and other key stakeholders.
- You will assist with embedding effective financial management accounting arrangements and controls.
- You will assist colleagues to review financial budgets, understand variances and provide financial analysis and support to enable effective decision making and control expenditure.
- You will assist the Finance Business Partners and Specialists in the preparation of the Statutory accounts and working papers.
- You will assist with the effective operation and development of the financial management system OpenAccounts and the ongoing development of the Ebis module (Online workflow management system).
- You will assist as required in the preparation of financial returns required by the regulator and value for money metrics.

- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation.
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people.
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Financial Management Business Partner.

Person Specification – Financial Management Assistant

Qualifications	<ul style="list-style-type: none"> • Five GCSE's grade A*-C including Math's and English (or equivalent) • Preferably minimum part qualified AAT (level 3) or equivalent
Experience	<ul style="list-style-type: none"> • Experience of working to tight deadlines • Effective team working • Experience of assisting with financial analysis or budgeting • Preferably experience of working in a finance team and experience of Open Accounts and EBIS finance systems
Skills/Knowledge	<ul style="list-style-type: none"> • Competent in Excel • Able to plan and organise work effectively • Good communication skills both verbal and written • Ability to use information technology to a high level of competence • Attention to detail and accuracy • Preferable with knowledge of the current issues facing the social housing sector, knowledge of current accounting practice and regulatory framework in the housing sector and knowledge of all VAT and Tax regimes