

THREE BOROUGHES HOUSING CO-OPERATIVE

JOB DESCRIPTION

JOB TITLE: FINANCE WORKER

- AIMS:**
- To keep all the Co-op's books and accounting records
 - To ensure adequate control of all the Co-op's finances
 - To ensure the committee have adequate financial information for prudent decisions on all matters

TO REPORT TO: The Finance Sub-committee

DETAILED DUTIES AND RESPONSIBILITIES

Financial Records

1. To maintain all the Co-op's financial records as required by the Finance Sub-Committee.

Rent Accounting

1. To maintain rent accounts using the CHICS rent accounting system and appropriate manual systems.
2. Weekly entering of rents received (cash, cheques, giro credits, housing benefits and standing orders) and weekly reconciliation with bank account balance.
3. Entering of housing associations annual rent increases/decreases on Chics system and circulation to members.
4. Preparation of schedules and calculation of annual service charge changes for inclusion in rent increases/decreases for Chics system entry and member circulation.

Financial Control and Reporting

1. Prepare annual budget.
2. Prepare Quarterly Returns and budgetary comparisons.
3. Prepare and provide regular reports and information to the Finance Sub-committee on monthly bank cash flow(including reconciliations), Quarterly Returns and debtors and creditors.
4. Entering of repairs and maintenance financial information from invoices and job orders onto Chics system.
5. Maintain monthly Bank Cash records and reconciliations.
6. Maintain petty cash records on the imprest system with regular reconciliations and top-ups when required.
7. Prepare and submit quarterly returns to partnership Housing Associations within set deadlines.
8. To attend Sub-Committee meetings when required. /Cont

Financial Control and Reporting (Cont. 2)

9. To advise the Finance Sub-Committee.

Financial Administration

1. To prepare and send out invoices and statements to Co-op's creditors and liaise where necessary
2. To ensure payments are made promptly under the Co-op's financial standing orders and prepare and maintain any necessary documentation.
3. To liaise with management worker with regards to payments to contractors, suppliers etc. and regular enter details of contractor payments on Chics repairs records system.
4. To maintain salaries records using HMRC BPT-RPI system and NEST pensions.

Financial Year End and Annual Audit

1. To ensure the Co-op's annual accounts are produced at the time required by the Rules and the Financial Services Authority (FSA).
2. To prepare the Co-op's financial records for audit including all necessary audit trails
3. To liaise with the auditors and provide information or explanations as required.
4. To provide the auditors with an adjusted Trial Balance for final accounts preparation.
5. To present and explain the draft and final accounts to the Finance Sub-Committee and at the AGM.
6. Prepare and submit FSA annual returns and all other matters relating to the Co-op's registration with this body.

General

1. To be self-servicing in terms of general office administration and production of reports, letters and other documents.
 2. To provide cover when required for other Co-operative workers.
 3. To implement the Co-op's Equal Opportunities Policy in all aspects of work.
 4. To provide relevant financial information and support to other workers employed by the Co-operative.
 5. To advise and assist the Committee with the development of policies and procedures which reflect best practice and enhance efficiency.
 6. To monitor the Co-op's purchase of goods and services to make sure the Co-op is getting best value.
 7. Liaise with and support members working in a voluntary capacity.
 8. Any other duties reasonably requested by the Finance Sub-Committee which relate to this job description.
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