

## Finance Officer

### About Us

#### Our Mission, Vision and Values

All our roles in Langstane Housing Association are focused on delivering our mission to **“provide homes and services that make a positive difference to peoples’ lives”**.

### About the Role

<b>Department</b>	Finance	<b>Location</b>	Aberdeen
<b>Reporting to</b>	Assistant Accountant		
<b>Responsible for</b>	No line management responsibilities		

### Role Purpose

As part of our busy Finance team, the main responsibility of this role is the processing of our employee monthly payroll (currently circa 80 people). You will be responsible for ensuring the correct calculations for variable input such as overtime payments and for administering statutory and occupational sickness and maternity payment.

In addition to the payroll activities you will also undertake other finance team activities including assisting in the recording and chasing of any insurance claims and recording rent adjustments in our Housing Management System to ensure we have accurate financial records.

### Key Accountabilities

This role profile is intended to provide a general statement of the major tasks and activities of the job. This is not an exhaustive list of all detailed duties. During your employment with us you will be expected to undertake such other duties as may reasonably be required of you and that are broadly consistent with your role.

<b>1.</b>	<b>Payroll</b>
1.1	Process monthly payroll and associated accounting transactions
1.2	Check PAYE and NI deductions and Pension deductions
1.3	Calculate and process year end payroll figures
1.4	To be point of contact for payroll queries
<b>2.</b>	<b>Rent Adjustments</b>
2.1	Check calculations and process tenant rent adjustments and refunds to their accounts
2.2	Check Board Tenant Debt Write Off reports from Housing team
2.3	Post all approved write offs to our housing system to tenants account and update information to write off arrears spreadsheet
2.4	Record payments towards written off arrears and process journals on Accounting software
<b>3.</b>	<b>Insurance Claims</b>
3.1	Record details of insurance claims and gather documents for calculating and submitting claims
<b>4.</b>	<b>General Finance</b>
4.1	Other duties within the Finance Team will be required such as general ledger work.

About You		
Criteria	Essential	Desirable
<b>Qualifications / Training / Experience</b>	<p>At least 5 years experience in-house Payroll Systems</p> <p>Knowledge of current payroll and payroll related employment legislation</p> <p>Having worked in a Finance department and have knowledge of the General Ledger and ability to reconcile transactions to the Balance Sheet</p> <p>Expert in the use of software applications in use within the team such as Payroll, Finance and Housing Management</p>	HNC Accountancy Qualification or equivalents
<b>Skills / Knowledge</b>	<p>Attention to detail</p> <p>Must be able to discuss and advise on confidential matters with Managers and Leadership Team as well as colleagues</p>	
<b>Personal Qualities / Our Values</b>	<p>Our Values:</p> <ul style="list-style-type: none"> <li>• Valuing People</li> <li>• Relying on Teamwork</li> <li>• Aiming High: Attention to detail</li> <li>• Prudent financial managers</li> <li>• Open &amp; accountable</li> <li>• Move with the times</li> </ul>	
<b>Other Requirements</b>	Must be able to maintain confidentiality with external stakeholders	