

JOB PROFILE**Job Details**

Job Title	Finance Officer	Service Area	Finance and Corporate Services
Based	RSHA Offices	Report to	Depute Chief Executive Officer / Director of Finance & Corporate Services
		Responsible for	Finance Assistant
Grade	Part Time EVH Grade 7 (PA 22-25) Pro Rata	Date Completed	December 2020

Job Summary

The primary focus of the role is to deliver a wide range of finance related tasks for Rural Stirling Group (RSG). The post holder will deliver high levels of performance and continuous improvement to agreed performance targets. You will ensure that RSG financial affairs are managed in an effective and efficient manner, maintaining its financial viability. You will have a key role in ensuring high quality support is provided to all internal and external customers and stakeholders.

Behaviours & Competencies**Our Organisational Competencies**

- Delighting our customers
- Achieving excellence
- Communicating effectively
- Using professional judgement
- Taking personal pride
- A sense of humour and proportionality

We want our Finance Officer to be able to demonstrate the following behaviours and competencies:

- An understanding of and a strong commitment to the principles of customer service
- Ability to operate independently and as part of a team
- Accomplished time management skills and ability to plan effectively and prioritise workloads so that all deadlines and targets are achieved
- Ability to work under delegated authority, with minimum supervision
- Excellent analytical and reconciliation skills
- Excellent communication and interpersonal skills and a good listener
- Remove the barriers that get in the way of delivering excellent customer service
- Self-aware and self-motivated to realise your full potential and ability to inspire others to achieve their full potential
- Ability to take responsibility for own learning and continuous improvement
- Ability to represent RSG in a positive and effective manner
- Show a willingness to participate and contribute effectively to the wider staff team
- Share appropriate information openly and encourage two-way dialogue, creating an environment of trust
- Demonstrate a high level of integrity and confidentiality
- Show perseverance in resolving problems within the wider corporate services function
- Finding creative solutions for customers
- Computer literate, with knowledge of PC based office management systems
- Take responsibility for achieving excellent performance results

Person Specification

Our Finance Officer must demonstrate the behaviours and competencies identified

Experience

Essential

- Experience of succeeding in a finance role with a wide range of tasks and responsibilities
- Experience of using financial computer systems and advanced Excel skills
- Experience of working to tight deadlines in a regulated environment
- Experience of preparing reports for the Senior Directors/Board/ Committee
- Effective team working in a busy office environment and corporate administration services
- Extensive use of IT skills in a wider range of packages

Desirable

- Experience of working in social housing sector or similar, actively working to support staff and Board/Committee's including governance arrangements
- ICT: working knowledge of the SDM system

Qualifications

Essential

- Educated to higher level in a minimum of 2 subjects one of which must be English
- Minimum of HND in Accounting or equivalent with significant relevant work experience

Desirable

- Preferable CCAB qualified with 3 years post qualification experience

Other

Desirable

- Occasional evening and weekend work may be a requirement of the post
- Driving licence and access to own car

Job Outputs

Role output	Includes the requirement to:
Financial Management	<ul style="list-style-type: none"> • Ensure financial records are kept up to date and are accurate and appropriate for our business needs. • Ensure RSG has appropriate systems for rent accounting including recovery of former tenant arrears, factoring debtors, recharges and bad debts. • Ensure RSG has appropriate purchase ledger controls in place for processing invoices and making payments, and adheres to supplier payment terms. • Maintain and update a system of authority levels for the disbursement of RSG funds. • Maintain all financial procedures ensuring all policies and procedures are followed consistently. • Monitor daily and longer term cashflow requirements and produce updated cashflow projections to assist and manage the treasury management function. • Assist with the preparation of the annual capital and revenue budgets in conjunction with the Director of Finance & Corporate Services. • Prepare quarterly variance reports on performance against budget and collaborate with the Director of Finance & Corporate Services in preparation of management accounts and annual accounts for external audit. • Ensure all salary administration, PAYE, pensions and payments to HMRC are made timeously. • Reconcile bank and petty cash accounts monthly. • Full ownership and responsibility of maintaining the financial ledgers of RSG.
Corporate Support	<ul style="list-style-type: none"> • Contribute to the preparation of the Business Plan, Annual Report, ARC return and Annual Assurance Statement. • Contribute to the review of RSG Risk Management Strategy and manage those risks that relate to finance. • Complete and return statistical information to external agencies as required. • Ensure compliance with regulatory, statutory and legal requirements. • Recognise and respect the diversity of internal and external customers and assist in financial matters accordingly. • Produce, monitor, evaluate and review all finance policies and procedures as required for an effective finance function.

Strategic and Long Term Planning	<ul style="list-style-type: none"> • Produce long term plans in collaboration with the Director of Finance & Corporate Services to ensure the continuing long term financial viability of RSG. • Liaise with lenders and other agencies as appropriate. • Monitor any covenants and provide reports to lenders as required.
Effective liaison	<ul style="list-style-type: none"> • Liaise with the Housing Services Manager on the setting of rents in accordance with the Rent Policy. • Liaise with the Housing Services Manager on appropriate service charges to tenants. • Carry out financial health checks on consultants and contractors as required. • Line manage the Finance Assistant.
Continuous Improvement	<ul style="list-style-type: none"> • Utilise effectively all available, relevant qualitative and quantitative data to monitor the financial performance of RSG. • Working with the Director of Finance & Corporate Services, develop comprehensive management information reports and trend/benchmarking data to support staff at all levels to improve performance.
Other	<ul style="list-style-type: none"> • Deputise for the Director of Finance & Corporate Services as required. • Promote and foster a strong, ethical, friendly and efficient team culture and working environment. • Consistently maintain a high level of confidentiality and discretion with all information relating to the business. • Such other relevant duties as may be determined from time to time.
Interdependencies	
<ul style="list-style-type: none"> • Chief Executive Officer/Executive Team • RSG Board/Committee • Director of Finance & Corporate Services • Finance Assistant • Colleagues • Partner agencies 	