



**Affordable homes.
Exceptional care.**

Job Description

Finance Assistant – Sales Ledger & Payroll

Reports to	Senior Finance Business Partner
Job Purpose	Responsible for the accurate and timely invoicing of all non-rent invoices and collection of non-rent debtor payments. Collation of payroll data for outsourced payroll.

Values and Behaviours

<p>Believe in better</p> <ul style="list-style-type: none"> • Strive to make every experience exceptional • Make every decision and action a responsible one; compliant, ethical, respectful and good for our planet • Think commercially and compassionately to deliver exceptional value • Strive for simple and be data led • Make incremental improvements everyday, to set new standards we can all be proud of. 	<p>Here for each other</p> <ul style="list-style-type: none"> • Be kind, listen closely, trust and be trusted as we encourage and support each other to bring out our best • Promote inclusivity, embrace diversity and recruit on fit first • Welcome partnerships and collaborations so we might enjoy the benefits that new perspectives bring. 	<p>Love to learn</p> <ul style="list-style-type: none"> • Be curious to try, fail and learn by experimenting inside a safe space • Commit to developing yourself and your skills and others along the way • Take pride in contributing to the bigger picture, and help us to grow sustainably • Take the lead. Be confident with your ideas, voice and actions.
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Accountabilities

Sales Ledger;

- Responsible for timely and accurate production and issuing of all non-rent sales invoices to both individuals and local authorities, ensuring contractual invoicing conditions are met
- Processing and allocation of all non-rent sales receipts
- Issue monthly customer statements and reminders
- Liase with customers to resolve any invoicing disputes and ensure that all invoices are settled according to agreed payment terms through effective credit control processes to enable accurate cash forecasting
- Liase with debt collection agencies and solicitors as required
- Contribute to management of the “bad debt” provisions and write off process
- Take full ownership of the sales ledger including relationship management, credit checks for new customers, data accuracy and aged debt reporting
- Credit control escalation to Senior Finance Business Partner / Head of Finance as required
- Work closely with the Senior Finance Business Partner to provide sales ledger insights
- Prepare month end accruals for any unbilled revenue and prepayments for income received in advance
- Preparation of monthly reconciliations and year end audit schedules for sales ledger, including aged debt

Payroll;

- Collation and submission of all information required for running the outsourced payroll
- Collation and submission of all information for completion of P11ds
- Co-ordinate the preparation of the annual gender pay gap report
- Act as main point of contact for internal and outsourced payroll queries
- Processing of all monthly payroll payments
- Preparation of monthly reconciliations of all payroll accounts

General;

- Comply with Trust policy and procedures and, in collaboration with the Senior Finance Business Partner, promote an effective financial control environment and financial awareness across the organisation
- Be prepared to undertake training in all aspects of the finance transactional team and be able to perform these tasks as required either as additional resource or to provide holiday and absence cover.

- Be an active and effective member of both the transactional and wider finance team
Contribution to the team and continuous improvement

Knowledge and Experience

- IT literate with experience of MS Office (good Excel skills required), MS Teams and finance systems
- Organised, able to deliver and prioritise own accountabilities and workload
- Data driven with an eye for detail
- Experience of working in an effective sales ledger and credit control function, and understanding of core accounting and bookkeeping
- Experience and understanding of payroll
- Experience of contributing to the performance of a successful team
- Experience of challenging and improving through continuous improvement
- Good verbal, written, and interpersonal communication skills