**Role Profile**

**ROLE TITLE: Finance Assistant – Accounts Receivable**

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| **REPORTS TO:**  Receipts Team Leader | **ROLE BAND:** 5 |
| **DIRECTORATE:**  Finance & Corporate Services | **NO OF DIRECT REPORTS:** N/A |
| **DBS REQUIRED:** Yes (if required to work on Bail Accommodation Support Service contract) | **LEVEL OF DBS:** Basic |
| **QUALICATIONS REQUIRED:** 5 GCSE’s including Maths and English. | |

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| **PRIMARY PURPOSE OF THE ROLE:** |
| To work within a team to accurately process transactions on Nacro’s information systems in line with Nacro’s finance processes and procedures. |

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| **KEY RESPONSIBILITES:** |
| * To accurately process Housing Benefit payments and other transactions in connection with Housing Tenants via our Housing Management systems in line with Nacro’s financial procedures. * To assist with the preparation of sales ledger invoices to facilitate obtaining payment in connection with a wide range of services provided by our Directorates. * To support a wide range of internal customers to resolve queries, provide information and provide training. * To deal with a wide range of external customers and Local Authorities to resolve queries and provide information. |

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| **PROFESSIONAL & TECHNICAL EXPERTISE** |
| * Achieved AAT accounting qualification or be ‘qualified by experience’. * Experience of handling large volumes of transactions within a dispersed organisation. * Good customer care skills and the ability to explain financial processes to non-finance colleagues. * Good excel skills to include data sorting, data manipulation (to include copy/paste/formatting) and saving files in csv formats and uploading into systems. * Experience of using Housing Finance systems desirable but not essential for the right candidate. |

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| **ORGANISATIONAL PERFORMANCE AND COMPLIANCE** |
| * Actively contribute towards meeting Individual and team performance targets in respect of the service. * Take responsibility for committing to learning and development and actively designing actions through the appraisal and supervision process that will help improve practice and support skills. * Maintain up to date records via relevant and appropriate systems within specified timeframes and produce reports as required. * Keep up to date with relevant regulatory requirements of the sector and ensure that service delivery meets these requirements, including engaging in audits and inspections as required. * Positively promote and represent Nacro at all times, building strong relationships with colleagues to work as part of an integrated team focused on meeting the needs of services users/learners. * Adhere to Nacro’s Safeguarding and data policies and procedures at all times and comply with legislation and statutory duties and data controls protocols. * Act in line with, promote and carry out all responsibilities with full regard to Nacro’s Equality and Diversity Policy. * Be responsible for reporting any health and safety issues within your sphere of control. * Display professional behaviours that are consistent with company values and serve as a positive role model.   **Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.** |

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| **Line Manager/Head of Dept:** | T. Hedges |
| **Date:** | 18/6/21 |
| **Profile review date:** | 18/6/21 |