



JOB DESCRIPTION

Assistant Finance Officer

Responsible to: Finance Manager

Department	Finance	Responsible for	n/a
EVH Grade	Grade 5 PA13 -PA16	Last reviewed	April 2025

Job Summary

- To provide high quality financial support to the Finance Manager and wider Homes for Life Team to ensure the provision of effective financial control and financial support that satisfies the Homes for Life business needs and objectives.

Key Focus and Tasks:

Key Focus: Service Standards Delivery	<ul style="list-style-type: none"> • To support the Finance Manager with all day to day financial activities
Key Tasks: Tenancy Management	<ul style="list-style-type: none"> • Accurate posting of all purchase ledger invoices, ensuring all are correctly coded and authorised by the appropriate budget holder. • Assist the Finance Manager with posting journals and month end prepayments and accruals. • Prepare fortnightly payment runs for approval by CEO. • Ensure that all Supplier statements are reconciled to ledgers and any queries are followed up. • Monthly posting of all bank account transactions. • Monthly reconciliation of all bank accounts • Monthly reconciliation of control accounts. • Assist Finance Manager with nominal account analysis reports. • Assist Finance Manager with finance projects. • Assist Finance Manager with Internal and External Audits • Ensure that all work is carried out in line with the finance workplan timescales. • Assist Finance Manager with review and documentation of work processes.
Performance & Risk Management	<ul style="list-style-type: none"> • Undertake updates to financial procedures to ensure risks are managed effectively. • Assist with Implementation of financial controls in accordance with

	<p>documented policies.</p> <ul style="list-style-type: none"> • Assist with monitoring financial performance to achieve financial targets and key performance indicators. • Assist with maintaining financial administrative systems to ensure that high quality reports can be produced as required by the Finance Manager. • Assist with the implementation of the department's operational plan.
General	<ul style="list-style-type: none"> • Assist with the review and update financial policies and procedures • Ensure compliance with all HfLs policies, procedures, and processes and SHR Financial Regulatory Standards. • Keep abreast of legislative and regulatory developments affecting your area of work and undertake training and continual professional development to keep up to date with changing requirements • Attend training and personal development sessions as required • Maintaining clear, accurate audit trails of meetings and contact with suppliers, contractors, and our customers • Promote HfL's Equality & Diversity Policy • Carrying out any task that can be reasonably expected in line with the grading and overall responsibilities of this post
Health & Safety	<ul style="list-style-type: none"> • Be aware of the health & safety policies, procedures, and systems
General Data Protection Regulations/FOI	<ul style="list-style-type: none"> • Handle and protect all personal data in line with our Data Protection policies and current Data Protection legislation • Assist with responses to FOI requests
Value for Money	<ul style="list-style-type: none"> • Endeavour to achieve VFM in the delivery of all services • Develop opportunities for improvement • Develop working smarter methods
<p>This job description is designed to provide a general statement of the required tasks, duties, and responsibilities. It is not exhaustive and may be subject to amendment and/or review depending on business needs from time to time.</p>	