

## Job Description & Person Specification

<b>Job Title:</b>	<b>Finance Treasury Assistant</b>
<b>Directorate:</b>	<b>Finance</b>
<b>Reports To:</b>	<b>Senior Finance Officer – Treasury (Banking)</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Overview of the role:</b>	<b>To undertake clerical and administrative duties within the Treasury section as required, including coding of the income and expenditure that passes through Group bank accounts.</b>

<b>Key Responsibilities</b>	<b>Key Tasks</b>
Core tasks and outputs	<ul style="list-style-type: none"> <li>• Assist in the development and maintenance of an organisational culture that supports the delivery of the Treasury team's objectives and ensures that our customers are at the centre of all business decisions</li> <li>• Work collaboratively with other Teams to deliver effective growth and continuing success of the business</li> <li>• Support and assist in driving forward continuous business improvement and change initiatives</li> <li>• To maintain an accurate electronic filing system for all treasury paperwork, including bank statements, payments and coding</li> <li>• To code and process all direct income and expenditure through Group bank accounts</li> <li>• To code and post Company credit card expenditure</li> <li>• Ensure accuracy for own work, and check work of the other Treasury Assistant where required</li> <li>• Categorise cash expenditure</li> <li>• Maintenance of the Investment Ledger, including updating Sonia rates</li> <li>• Completing monthly sales reconciliation</li> <li>• Updating the loans ledger and electronic filing of loan notifications</li> <li>• To code and process all petty cash and voucher systems</li> <li>• To process manual cheques and record electronically</li> <li>• Record and process all cancelled cheques</li> <li>• To assist the Treasury Officer in recording and preparation of banking documents for all income received and physical banking there of.</li> </ul>

	<ul style="list-style-type: none"> <li>• Issue and record cash receipt books and cash sheets.</li> <li>• Control and reconciliation of Group petty cash &amp; voucher floats.</li> <li>• On a rota basis, distribute the post for the whole finance team.</li> <li>• Take ownership for own work which includes follow up of outstanding queries</li> <li>• Providing flexible support to the Treasury Team and all areas of the finance department.</li> <li>• To assist in valuation work including mail merging and posting of letters to residents if required</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Liaise with the senior managers, managers and the wider business to ensure the Finance provision meets the needs of the business</li> <li>• Liaise with internal and external auditors on audit work</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Proactively make recommendations/suggestions for improving services and processes.</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• To represent the Group positively and enthusiastically with external agencies, resident groups and local authorities</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• To report all safeguarding concerns in line with Group procedure</li> </ul>

The duties and responsibilities detailed above are not exhaustive and the post holder will be expected to undertake any other duties appropriate to the post as necessary or as directed.

Platform Housing Group is committed to safeguarding and promoting the welfare of children and adults within the communities we work in.

Early applications are encouraged as often we experience a high volume of interest for posts. We will review applications on a regular basis and once we have received sufficient applications we reserve the right to bring forward the closing date.

## Person Specification

Criteria	Essential or Desirable	Assessment Criteria
<b>Qualifications</b>		
AAT Level 3 or equivalent	D	A
5 GCSE's or equivalent (including Maths and English) grade C or above	E	A
<b>Experience</b>		
Recording, coding and processing of direct income and expenditure	D	I
Experience of working within a finance department	D	I
Experience of financial software packages	D	I
An up to date knowledge and understanding of accounting techniques, financial regulations and changes to legislative requirements	D	I&T
Experience of adhering to financial policies and procedures	D	I
Strives to continuously improve quality of service provided	E	I
<b>Personal Skills/Qualities/Knowledge</b>		
A strong personal commitment to the vision and values of the Group	E	I
A commitment to quality, customer service, best practice and value for money;	E	I
A commitment to working with others to achieve shared goals	E	I
A highly motivated individual, with a commitment to personal development	E	I
Experience of problem solving and decision making	E	I
Ability to convey thoughts and express ideas effectively verbally or written in individual or group situations	E	I
Competent ICT skills (Word, Excel)	E	I
Prioritises and plans effectively, being able to manage multiple projects at one time	E	I
Evidence of continuing professional and personal development and awareness of latest thinking, developments and best practice in the field of people management	E	I
<b>Other Requirements</b>		
Flexibility of working hours to meet deadlines as necessary	E	I

- A = Application form
- I = Interview
- T = Test
- Please note that all criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirements for the job.

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