

Walk Ministries

Job Description – Finance & Tenancy Officer

Reporting to – COO

Location – Stoke

Hours – Full time

Key Responsibilities

Financial Management & Reporting

- Process all financial transactions using Sage 50.
- Complete monthly bank reconciliations and reconciliations of control accounts.
- Carry out month-end procedures and maintain accurate financial records.
- Record and monitor donations, grants and restricted/unrestricted funding.
- Prepare and process support and sales invoices.
- Process authorised payments using online banking systems.
- Submit Gift Aid claims and maintain accurate supporting records.
- Produce monthly management reports, including:
 - Profit & Loss
 - Balance Sheet
 - Debtor's reports
 - Creditors reports
 - Funding reports.
- Provide financial information and budget support for funding applications and bids.
- Support the COO in the development of financial strategies, budgets and forecasts.
- Coordinate payroll submissions and payments in partnership with the COO.
- Assist in preparing annual Housing Benefit schedules and supporting financial information for properties.
- Maintain fixed asset and financial records where required.
- Prepare year-end schedules, reconciliations and supporting documentation for external accountants, ensuring all balances and records are accurate and up to date.
- Support the annual accounts preparation and audit processes by providing information and responding to queries from external accountants and auditors.
- Ensure all financial records and documentation are filed and maintained appropriately.
- Resolve supplier, customer and account queries in a timely manner.
- Monitor financial systems and processes, identifying opportunities for improvement.
- Highlight financial risks and recommend practical solutions and mitigations.
- Ensure compliance with financial policies, procedures and authorisation controls.
- Maintain financial software and ensure systems are up to date.

Tenancy Management

- Act as the main point of contact for residents regarding rent and service charge queries.
- Monitor Housing Benefit payments and track delays, arrears or discrepancies.
- Liaise with local authorities, support staff and residents to resolve payment issues.
- Produce monthly reports detailing Housing Benefit payments received and outstanding.
- Provide weekly reports on resident service charge payments due.
- Support the effective administration and monitoring of tenancy-related income.
- Ensure financial records relating to residents and properties are accurate and up to date.