



Responsible to

- Management Accountant

Responsible for

- No Direct reports
- Work with Project Administrators, Housing Officers, and Managers

Job Summary

The Finance Officer (Rent) will:

- Be responsible for the effective operation of the Trust's Rent Ledger.
- Lead on miscellaneous ad-hoc projects as required.

Significant Working Relationships:

- a) Project Managers, Administrators and Housing Officers – day-to-day rent accounting issues, support, advice, and training
- b) Finance department purchase ledger / payments function – refund of overpaid Housing Benefit and resident service charges
- c) The Trust's residents
- d) Local Authority Housing Benefit Payment & Recovery Teams
- e) Rent accounting software providers – Omniledger Ltd
- f) The Trust's internal and external auditors

Duties / Responsibilities

Rent Accounting

1. To input on to the rent ledger all rent receipts, including cash, Housing Benefit, Universal Credit, Adult Social Care, DWP 3rd party payments, card payments and Standing Orders. Ensure that payments are allocated to the correct resident and rent account.
2. Reconcile the weekly bank postings between the day books and the bank.
3. To input other rent or cash adjustments, HB overpayments, balance transfers and rent debit / void adjustments to correct any misallocations or errors.

4. To provide advice and assistance to Project Administrators, Housing Officers, and managers in regard to making changes to the rent ledger, including start of stays for new residents, change of rooms and end of stays, as advised by the relevant Project.
5. To run the weekly and monthly period end and rent debit and save all relevant reports before closing the week or month.
6. To provide information for quarterly write off to managers and administrators and post quarterly approved write-offs.
7. To liaise with Project Administrators, Managers and residents on rent accounting issues and queries which may arise, including the reconciliation of rent account statements.
8. To lead on Training on new and existing members of staff on the effective use of the rent accounting system.
9. Assist in the preparation and annual update of rents in the rent system.
10. To assist in the annual external audit by preparing a proof of gross rents for the prior financial year and a post year-end receipts analysis to more accurately reflect the actual bad debt position at year-end.

Team Management

11. To contribute to discussions and policy decisions on Finance matters.
12. To positively represent the Finance Team and BHT Sussex both internally and externally as appropriate.

Other Tasks / General

13. To lead on miscellaneous ad-hoc projects, as required.
14. To take minutes of Finance meetings in accordance with a roster.
15. To provide ad-hoc financial information in conjunction with other staff within the Finance department, as required.
16. To carry out all other tasks, as appropriate.
17. To comply with BHT Sussex's Financial Procedures, Code of Conduct, and all other approved policies and procedures.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.