

JOB DESCRIPTION

Post Title: Fixed Asset & Treasury Assistant
Employer: Hendre Limited and Subsidiaries
Responsible To: Head of Finance

MAIN OBJECTIVES OF THE POST

The post-holder will be responsible to the Head of Finance for a range of Fixed Asset, Treasury Management and financial accounting services to the Hendre Group.

PRINCIPAL DUTIES

1. To complete a detailed property database to sit within the main accounting software QLX.
2. To generate and maintain a map showing location of properties.
3. To maintain the property database.
4. To perform treasury management on a daily basis to include reconciliation of inter-company accounts and input into the cash investment decision making process.
5. To access online bank accounts and print off daily bank statements for all accounts, review balances and pool funds in line with company policy.
6. Activate transfers online and generate and maintain spreadsheets to track movements.
7. Prepare inter-company settlements.
8. To assist in the periodic review of the effectiveness of financial and reporting systems operated within the finance department.
9. To assist in the design, documentation and implementation of new financial reporting systems.
10. To assist with the preparatory work involved with the securing of private finance, liaising with banks and solicitors and resolving queries which arise during the process.
11. To assist on various projects, tasks and duties delegated by Head of Finance, Director of Corporate Services and Director of Finance
12. Ad hoc duties as required.

PERSON SPECIFICATION:		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	GCSE/A level Good general standard of education	A level Accounts
WORK EXPERIENCE	Experience in Finance accounting duties and procedures at an equivalent level. Use of Microsoft Office Suite of Applications and computerised financial software systems.	Financial and accounting experience within a Housing Association working in a group structure. Fixed asset registers
SKILLS AND KNOWLEDGE	Able to liaise effectively with other departments within the Group and external bodies and have proficient communication skills Ability to be resourceful and work on own initiative. Able to adhere to timetables for the processing and production of information and meet these timetable Ability to work closely in a small Specialised team Ability to use and develop spreadsheet applications using Microsoft Excel.	Experience of working in cross discipline teams. Ability to generate innovative solutions. Ability to apply problem-solving techniques. Ability to offer financial solutions. Advanced knowledge of developing complex spreadsheets
SPECIAL APTITUDES	Numerate, thorough and highly dependable. Able to work to strict timetables for the processing and production of information. Ability to adapt readily to change.	
PERSONAL QUALITIES	Professional and Ambitious.	Clean driving licence and use of car.

PAY AND CONDITIONS:

1. The salary for this position is circa **£19,000** per annum for **36** hours per week. A cost of living rise is awarded on 1 January each year which is based on the average index earnings percentage figure for the preceding August.
2. Hendre operates an agreed hours system giving an average of **36** hours per week by agreement with the line manager.

However, the Company reserves the right to alter the arrangement of these hours if it is in the best interests of the Company to do so.
3. This position is for a fixed term of **two years**.
4. Your minimum paid holiday entitlement will be **26 days** per annum plus bank holidays.

In addition to the basic entitlement, staff with more than two years continuous service at the beginning of the leave year will qualify for one additional day's leave for each complete year of service up to a maximum of ten working days.
5. Employees are entitled to join the company pension scheme with Scottish Widows after three months employment with the Association. This scheme is a 'money purchase' scheme with the level of contributions based on salary.
6. On appointment you will become a member of the group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice your annual salary in the event of your death whilst an employee of the Company.
7. Eligible employees are entitled to join the Group Private Health Scheme, and, on payment of the necessary contribution, extend cover to members of their family.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS IS:

Midday Friday 28th August 2009

Interviews will be held week commencing 9th September 2009