

<b>Role title</b>	Accounts Assistant (PRS)							<b>Date</b>	21/02/2024		
<b>Reports to Title</b>	Finance Manager (PRS)							<b>Version</b>	1		
<b>Grade</b>	5										
<b>Role Persona</b>	Agile										
<b>DBS Disclosure Required:</b>	Yes		No	x	Standard		Enhanced		Enhanced +		
<b>Responsibility for End Results</b>											
To process primary finance transactions including invoices, rental charges, supplier payments, bank reconciliation and administering other transactions. In addition, the role will include investigating accounts queries, providing resolutions and general administration support to the finance team.											
<b>Key Responsibilities / Deliverables:</b>											
<b>Main Accountabilities:</b> List the major activities or functions necessary to achieve the job's end results. The percentage of time spent on each of these should add up to 100%.										<b>Time (%)</b>	
1. Leadership and management including customer service/ values Contribute to the team's performance, KPIs and service delivery whilst operating in line with the company's values. Ensure the Finance Manager are informed of any issues as they arise. Maintaining multiple accurate ledgers with variances resolved and corrected in a timely manner.										20	
2. Strategy/ achieving objectives Ensure all transactions are recorded and posted daily, accurately coded to specific tenant and unit level and approved by the relevant budget holders to assist regular reconciliation to support team and business KPIs. This includes processing direct invoices, querying void claims, matching bank transactions, preparing and submitting journals, preparing rental charges and payment runs and responding to business and third-party queries.										40	
3. Working with others – internal Work closely with the Finance team and other key stakeholders, these include Property Management, Lettings and Maintenance teams, ensuring their transactions are promptly recorded and available for relevant review in respect of income or costs.										10	
4. Working with others – external Develop and maintain relationships with suppliers, the bank and YPP who manages the Direct Debit and Card provider to ensure smooth accurate transactions and minimal disruption to the business and customers.										10	
5. Budgetary responsibility No direct budgetary responsibility, but a requirement for accuracy and attention to detail to ensure transactions are accurate to support management analysis.										5	

6. Compliance Ensure team and company processes and procedures are followed including ensuring correct approval for all payments made.	5	
7. Records and systems Maintain all records as required in electronic format and easily accessible to support the team and external review if required. Ensure all transactions are correctly coded.	5	
8. Risks Contribute to company risk mitigation by following policy and procedures and highlighting any issues immediately.	5	
<b>Financial Responsibility:</b> Enter below any revenue, operating or capital budgets for which the role is accountable.		
None		
<b>People Responsibility:</b> Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.		
	<b>Direct Reports</b>	<b>Indirect Reports</b>
<b>Total Employees</b>	0	0
Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities.		
<b>Technical Knowledge/Skills</b>		
List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications (please note whether it is essential or desirable)		
• Experience of working within a finance team - E	• Team player - E	
• Experience of reconciling bank accounts - E	• An effective communicator, verbal and written - E	
• Experience of processing invoices - E	• Good MsExcel skills - E	
• Studying for an accountancy qualification - D	• Strong numerical skills - E	
• Experience of the system Yardi - D	• Attention to detail - E	
• Must be able to multi-task and self-manage - E	•	
<b>L&amp;Q Values</b>		
These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions.		
<b>People</b>		
• We care about the happiness and wellbeing of our customers and employees		
<b>Passion</b>		

<ul style="list-style-type: none"> <li>• We approach everything with energy, drive, determination and enthusiasm</li> </ul>
<b>Inclusion</b>
<ul style="list-style-type: none"> <li>• We draw strength from our differences and work collaboratively</li> </ul>
<b>Responsibility</b>
<ul style="list-style-type: none"> <li>• We own problems and deliver effective, lasting solutions</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>• We measure what we do by the difference we make</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>• Commit to supporting L&amp;Q's environmental policy and social mission</li> <li>• I will comply with all L&amp;Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks</li> </ul>