

# Rent & Service Charge Accountant

Grade

E

Contract Type

Home worker

Finance Director



Finance Controller



Rent & Service Charge Manager



Rent & Service Charge Accountant

Finance

Finance



Charge Team

## Role Overview

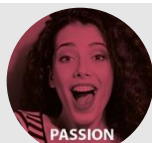
Prepare, develop, and analyse financial information to enable Your Housing Group's management team to make well-informed decisions including budgeting and forecasting.

Ensuring there is accurate, consistent, timely, transparent reporting and accounting of rent & service charges for all residents, across all tenures, in compliance with legislation, agreements and best practice

## RESPONSIBILITIES

- Liaise with key stakeholders to ensure accuracy of rents & service charges. Conduct meetings with managers in the Group, to provide and explain relevant, often complex, financial information, to improve decision making.
- Timely production of reports that ensure performance is understood and variances, issues and risks are properly and promptly brought to attention of senior stakeholders.
- Lead on charge team project work.
- Monitoring and evaluating financial information systems and charge team processes, suggesting improvements where needed.
- Support with customer complaints and queries regarding service charges, ensuring these are dealt with in the business SLA.
- Lead in the preparation of accurate and timely information to support all external reporting, including external and internal audit and regulatory returns.
- Prepare and review balance sheet reconciliations for sinking and reserve funds, according to the Group timetable, ensuring meaningful supporting documentation for all reconciling items is maintained
- Develop and build effective stakeholder relationships, to enhance rent & service charge knowledge that supports effective financial decision making, control and financial awareness across YHG
- Support preparation of rents and service charge budgets for annual group forecasting process

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

## STRENGTHS

- ✓ Advanced level Microsoft Excel skills
- ✓ Strong organisational skills, with ability to work under pressure and meet deadlines
- ✓ Excellent communication skills, both written & verbal
- ✓ Ability to clearly explain complex financial information
- ✓ Ability to work as part of a team
- ✓ Excellent attention to detail, analytical and problem solving skills.
- ✓ Strong relationship building skills across departments
- ✓ Ability to write papers such as internal policies

## ESSENTIAL REQUIREMENTS

- ✓ Knowledge and understanding of Government Rent Regulatory Standards
- ✓ Knowledge of leasehold and housing legislation e.g Landlord and Tenant Acts and Commonhold & Leasehold Reform Act 2002.
- ✓ Knowledge and understanding of current requirements placed upon Registered Providers in relation to Rent and Service Charge setting
- ✓ Experience of achieving performance improvements in a key operational area
- ✓ Experience working with a finance or accounting team
- ✓ High level of understanding of accounting principles/ concepts and the impact of Charge Setting on the financial performance of the business
- ✓ Sound knowledge of computerised ledgers
- ✓ Demonstrate experience of applying Statutory and Regulatory Reporting requirements
- ✓ Experience of delivering a Charge Setting Service within relevant Business processes, policies and procedures.
- ✓ Part qualified member of a recognised accounting body (qualified by experience will be considered)

## BENEFICIAL TO THE ROLE

- ✓ Knowledge of Orchard Housing
- ✓ Fully qualified member of a recognised accounting body