

## ROLE PROFILE

# Rent Charge Lead

### Grade

F

Business Finance Manager



Rent & Charge Manager



Rent Charge Lead



Direct Reports: Assistant Transactional Officer

### Department

Finance



Charge Setting

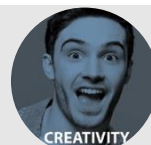
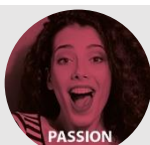
### Role Overview

Lead Your Housing Group's rent function, always ensuring full compliance with the Rent Standard, provide accurate financial reporting and assisting in the delivery of rental income budgeting.

## RESPONSIBILITIES

- Lead the Rent Charge team, working with the wider business, ensure sound understanding of rent regulation, welfare reform rules and other relevant legislation, leading on monthly/annual reviews, ensuring a high-quality service is consistently delivered.
- Provide support for the annual rent review process whilst ensuring compliance with the Rent Standard.
- Responsible for ensuring adequate financial controls are in place including rent control account reconciliations and to review and develop financial procedures.
- Analyse and explain complex financial information using Excel, reporting on our rental income against budget, understanding where and why differences have occurred.
- Ensure our customer charges are accurate at all times and learn how our system is affected by the entries people make.
- Ensure new build properties are set up in our Housing Management system timely and accurately working alongside the Development Team.
- Work collaboratively with the Income Collection & Housing teams to support the achievement of their aims and objectives.
- First point of contact for queries around rents and our stock numbers, monitoring changes in our property numbers on a monthly basis in order to support the year end submission.
- Respond to queries as part of internal and external audits.
- Undertake additional duties appropriate to the role and/or grade.

## Our values



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

## STRENGTHS

- ✓ Highly competent with Microsoft (Excel (data manipulation and formulae) and Word)
- ✓ Excellent communication skills, both written and verbal
- ✓ Excellent accuracy and attention to detail with experience of financial reconciliations
- ✓ Good relationship building skills

## ESSENTIAL REQUIREMENTS

- ✓ Sound knowledge of computerised ledgers
- ✓ Experience of working with internal and external auditors
- ✓ Experience of preparing social rent budgets within a social and commercial housing environment
- ✓ AAT (Association of Accounting Technicians) Qualified or Equivalent (or qualified by experience)
- ✓ Strong understanding of the social rent regulation, legislation, welfare reform and calculations
- ✓ Experience working with and interrogating financial and housing management systems
- ✓ Experience of planning and coordinating colleagues to meet deadlines and own time critical projects

## BENEFICIAL TO THE ROLE

- ✓ Full UK Driving License & use of a vehicle

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