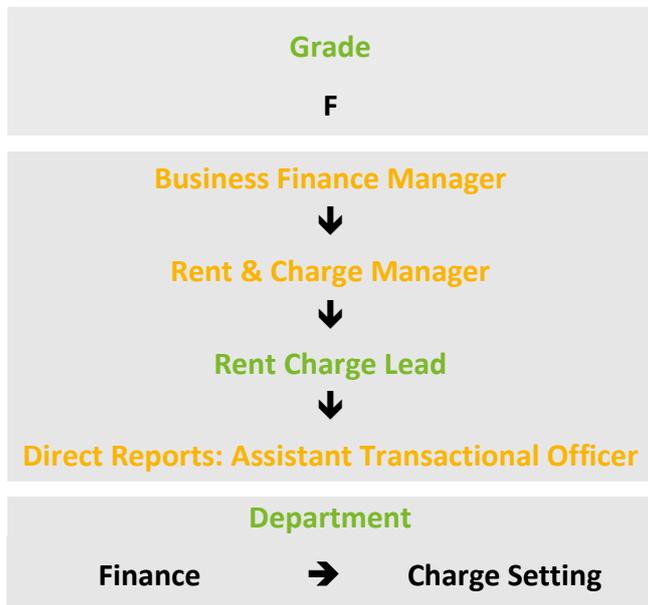


Rent Charge Lead



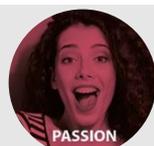
Role Overview

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



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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