

JOB DESCRIPTION

Title

Job Title:	Deputy Manager
Department:	Finance
Line Manager:	Head of Finance
Responsible For:	Accounts Assistant x 2

Scale:	22-26	Salary:	Per website
Hours:	37 p/week	Term:	Permanent

MAIN PURPOSE OF THE ROLE

1. To maintain HARP accounting records on Quickbooks up to trial balance
2. To have responsibility for the Equals Department and line manage two Accounts Assistants

MAIN RESPONSIBILITIES

- Processing of purchase invoices, obtaining approval and dealing with queries arising
 - Collaborate with the Head of Finance in coding and entering purchase invoices into Quickbooks
 - Purchase ledger reconciliation to include supplier queries and credits
 - Assist and process weekly BACS payment runs
 - Daily and monthly reconciliation of all HARP bank accounts and maintenance of cash balances
 - Supporting Head of Finance with income administration, including banking cash and cheques weekly
 - Liaise with Housing Income regarding service charge and deal with queries
 - Assist Head of Finance with production and monitoring of weekly cashflow
 - Monitor contract tendering process and managing contracts with external suppliers
 - Administration of staff debit cards (Equals) and posting to Quickbooks
 - Produce and enter journals into the P&L and balance sheet
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- Production of reports for non-finance staff, transforming data from Quickbooks into Excel using pivot tables and lookups
- Oversee Accounts Assistants on a day to day basis, providing cover when needed
- Assist with audit queries
- To provide cover for Head of Finance when needed
- Ensure Finance Policy is followed and adhered to
- General ad hoc finance duties as and when required

PERSON SPECIFICATION

#	Criteria	Essential / Desirable
Qualifications		
1	Qualified or studying towards AAT Level 4 (or equivalent) or significant QBE	Essential
Relevant Experience		
2	Experience of working autonomously. Essential	Essential
3	Experience working with Quickbooks and using Quickbooks reports	Essential
4	Maintaining financial controls	Essential
5	Charity finance sector knowledge	Desirable
6	Working within a multi-property environment	Desirable
Skills, Knowledge and Abilities		
7	Organised with attention to detail	Essential
8	The self-motivation and confidence to work alone and autonomously, but also the ability to work co-operatively and flexibly as part of a team	Essential
9	IT skills at a level to effectively use email, internet, Microsoft programs and database systems.	Essential
Personal Attributes		
10	Flexibility in working, ability to multi-task, prioritise and work within deadlines	Essential
11	Willingness to undertake any further training that may be seen as necessary	Essential

BEHAVIOURAL COMPETENCIES

This role is assessed against HARP's Core Behavioural Competencies Framework at the levels set out below:

Competency	Level Required
People First Practice	Level 1
Integrity, Humility & Learning	Level 2
Kind, Clear Communication & Relationships	Level 2
Professional Accountability & Quality	Level 2
Purposeful Leadership, Change & Resilience	Level 2

Competencies are assessed at interview and form part of ongoing supervision, probation review and annual appraisal. The full framework will be shared with shortlisted candidates prior to interview.

HARP is committed to equality, diversity and inclusion. We welcome applications from all sections of the community and particularly encourage applications from people with lived experience of homelessness.