



## **Role: Finance Assistant Grade 2**

**Location:** Phoenix House, Castle Street, Dublin

**Reporting to:** Financial Controller and Finance Director and Deputy CEO

**Contract:** Permanent

**Salary:** €25,625 - €35,468

**Grade:** Grade 2

**Probation:** 6 months

**Hours:** 39 hours per week over 5 days

**Leave:** 25 days

**Pension:** Available at completion of Probation

CVHA has been a leading provider of social housing in Ireland since 2006 and now manages and/ or owns approx. 1,700 homes in Dublin and surrounding counties. Currently employing 30+ staff, we have an ambitious growth programme in response to the need for more housing for those who cannot afford to provide their own. Our vision is to make a difference by providing quality housing to those in housing need.

CVHA delivers its housing management services in the context of an overarching emphasis on creating tenancies that can be sustained. We deliver our housing management services through two functional teams: one that covers income collection and the other that covers all aspects of tenancy and estate management.

## **Role: Finance Assistant**

### **Role Overview:**

The Finance Assistant will be reporting to the Financial Controller. The role will see the successful candidate providing support to a busy finance function. Primary responsibilities fall into rent administration, service charge administration and the accounts payable function; detailed duties are as follows:

### **Finance – Rents Accounting**

Rental receipts entry on a daily basis to bank reconciliation  
Administration of (An Post) Household Budget system  
Weekly Rent Procedures and postings  
Rent Administration

### **Finance – General Accounts**

Processing and reconciliation of card payments  
Management of Finance Team incoming emails and messages  
Administration of Purchase Order System  
Invoice entry onto SAGE  
Cheque & EFT payment runs

### **Finance – Estate Management**

Entry of Service Charges onto system  
Administration of Purchase Order System  
Processing of invoices  
Cheque & EFT payment runs  
Assisting with Debt Collection process

### **Other Duties**

Daily Banking  
Filing  
Any other tasks required by the Financial Controller and Finance Director & Deputy CEO

Reporting to: Financial Controller and Finance Director & Deputy CEO

### **Key competencies required in the role**

- Good knowledge of general office administrative procedures
- Good numeric & typing skills
- Excellent attention to detail
- Flexible approach
- Professional personal presentation and pleasant demeanour
- Customer care management
- Delivering against agreed targets
- Team working
- Excellent time management skills

- IT skills [Word, Excel, PowerPoint]
- Communication Skills
- Brand Integrity

## Person Specification

Key Skills	Essential	Desirable
Candidates will be shortlisted based on <b><u>illustrating in their application that they fulfil the following criteria.</u></b> Examples that demonstrate the ability to fulfil the criteria should be included as well as the above competencies.		
Education / Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>• Must have at least 2 years of experience in a similar role Completed IATI or equivalent</li> </ul>	✓	
Knowledge / Skills	Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrable understanding of the social housing sector</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Knowledge of welfare benefits</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to prioritise, work to deadlines and meet targets</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Able to form and maintain good working relationships at all levels, internally and externally</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Able to resolve, anticipate and prevent problems</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Able to take responsibility, working independently and flexibly</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Effective negotiating skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Excellent communication skills and an open and motivated approach to work</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• High level of written English, including ability to write reports and letters</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• High of level of numeracy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Proficient use of common IT packages, including Microsoft Word and Excel</li> </ul>	✓	
Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>• 1 years min. working in social housing</li> </ul>		✓
<ul style="list-style-type: none"> <li>• 2 years of experience in a similar role Completed IATI or equivalent</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• 1 year min. experience of working in a customer service environment</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Experience of working with vulnerable customers</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Application of in-house, multi-discipline IT packages</li> </ul>		✓

