

CANDIDATE BRIEFING PACK

Finance Assistant - Accounts Payable



Ark Housing logo: QUALITY HOMES, Ark HOUSING, STRONG COMMUNITIES

Making A Positive Difference By
Empowering People And Communities

If you require this information booklet in an alternative format please contact John McVey, Director of Finance & Corporate Services Officer at john.mcvvey@arkhousing.co.uk or on 02890 752310.

February 2025

Introduction

Thank you for your interest in applying for this position with Ark Housing.

Please use the information provided to assist you in completing your application. Should you require any further assistance please contact us directly and we will be pleased to assist you.

General Information

Ark Housing Association is a registered Housing Association with the Department for Communities (DfC) and is an independent not for profit organisation under the Industrial & Provident Society Act (NI) 1969.

Ark Housing provides social housing accommodation for rent to those in housing need. We provide accommodation throughout Northern Ireland for families, elderly people, those with disabilities, single people, and others in housing need. We also provide homeless family services providing temporary accommodation and floating support services for a wide range of client needs in partnership with the Housing Executive, Social Services, and other partner organisations.

Our Vision, Mission and Values

At Ark Housing Association we pride ourselves on being an innovative and progressive organisation. We nurture open and honest internal and external relationships and we value partnership, collaboration, and professional development. We empower and trust our people to deliver and in return we actively support them through a myriad of forward thinking policies and practises.

Our Vision is:

“Making a positive difference by empowering people and communities”.

Our Mission is:

“In partnership, provide quality homes and support services to meet housing need and contribute to the wellbeing of communities”.

Our Core Values are:

Progressive	<i>Forward thinking, supporting change and transformational</i>
Respect	<i>Treat everyone with dignity and esteem</i>
Integrity	<i>Maintain the highest professional and personal standards</i>
Diversity and Equality	<i>Value diversity and equality in everything we do</i>
Excellence	<i>Strive to deliver the highest standards of quality and customer care.</i>

JOB DESCRIPTION

JOB TITLE:	Finance Assistant - Accounts Payable
LOCATION:	Head Office, Belfast
ACCOUNTABLE TO:	Director of Finance & Corporate Services
REPORTING TO:	Director of Finance & Corporate Services

JOB PURPOSE:

The Finance Assistant will play a support role within the Finance & Corporate Services Department (mainly accounts payable) and across the organisation. The role will assist on a range of activities with responsibility for their own area of set tasks/duties to ensure the quality and effectiveness of the organisation's finance and governance affairs are achieved.

MAIN TASKS:

In fulfilling the role, the postholder will undertake the following activities:

1. Maintaining all aspects of the Purchase Ledger accounting system - including maintenance of supplier accounts, adding new suppliers to system, raising purchase orders, processing of invoices for payment via on-line banking.
2. Undertake Accounts Payable duties in the preparation of weekly supplier payment runs.
3. Allocate purchase orders and goods receipts to supplier invoices via the finance system.
4. Liaise and communicate with staff and suppliers to ensure successful resolution of order and invoice queries to ensure prompt payment of invoices.
5. Processing invoices and ensuring appropriate nominal coding and authorisations for invoices.
6. To be responsible for monitoring and maintaining Finance email inbox and Finance post ensuring that matters are actioned appropriately and responded to.
7. To ensure all accounts payable activities and transactions comply with all financial processes and procedures.

8. To assist with the Audit process and providing information where required.
9. To support the reconciliation of monthly Supplier Statements and follow-up actions arising.
10. To carry out banking duties within a timely manner.
11. Assisting with the Rent Ledger system in setting up new properties, running the weekly rent debit and posting rent receivable to tenant accounts.
12. Assisting staff with Statutory Returns and Other documentation
13. Support the Director of Finance & Corporate Services team in delivering various functions, including IT, Health & Safety, Information Governance, Training and Facilities Management.

Communication and Engagement

1. Demonstrate a high level of personal integrity and maintain standards.
2. Establish good working relationships and effective communication across all Ark Housing schemes and departments.

Personal Development

1. Be a team player, encouraging shared ownership of objectives and deliverables.
2. To undertake appropriate training and personal development programmes.
3. Exemplify Ark Housing's Vision, Mission and Values
4. Embrace a culture of continuous improvement and ensure best practice is shared around the team.

ANY OTHER DUTIES:

This list is not exhaustive and only highlights key areas and tasks associated with this post. It cannot be prescriptive, and it is a requirement of this position that there exist high levels of flexibility and responsiveness to the changing needs of the organisational and service demands.

The postholder shall be required to positively respond to such demands and ensure that the commitment, innovation, flexibility and delivery of high-quality services remain paramount.

WORKING ENVIRONMENT:

The position will be predominately office based, however, you may occasionally be required to work away from your normal base to other locations including working

from home. You may on occasion be required to attend work/events outside normal office hours.

CONTRACTED HOURS:

Contracted hours will normally be 37 per week, between the hours of 9am and 5pm Monday to Thursday and 9am to 4.30pm Friday. Some flexibility may be required to meet deadlines.

HOLIDAY ENTITLEMENTS:

Holidays would normally be 22 days per annum, rising to 27 after 5 years' service, and 32 days after 10 years' service. In addition, the Association also recognises 13 customary and bank holidays.

SALARY & BENEFITS:

Salary range of £26,908 - £28,267 with a starting salary of £26,908. Salaries are reviewed annually and uplifted in accordance with the Association's remuneration policy.

The Association is a member of the NILGOSC pension facility. Current rate of employer contribution is 19%. Yearly salary, to include employer pension contribution is equivalent to £32,020 - £33,638.

PERSONNEL SPECIFICATION

Position: Finance & Governance Assistant

Date: February 2025

SHORTLISTING CRITERIA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications & Experience	Applicant must have at least 5 GCSEs including Maths and English and At least 2 years in a busy finance office environment	Experience in the Housing Sector or Public Sector
Practical Skills & Knowledge	Computer literacy with a good working knowledge of Microsoft office, in particular strong Excel skills	Experience in Purchase Ledger Working knowledge of SDM housing software

PERSONAL BEHAVIOURS		
Embracing Change	Contributes positively to change and recognises the positive impact of change on individuals and the team. Is flexible and positively accepts change.	
Equality	Treats all colleagues and those with whom they come into contact with fairly and equitably and demonstrates respect for and sensitivity to their needs.	
Team Working, Communicating & Influencing	Breaks down barriers that impact effective team working. Optimises the use of the pool of knowledge and embraces a learning culture. Has effective interpersonal communication skills and experience of report writing	

Selection Timetable

The closing date for completed applications is **4pm on Friday 7th March 2024**. Applications should be sent by email to: recruitment@arkhousing.co.uk

Responses will only be accepted on the relevant application form. **Please note that CVs will not be accepted.**

The shortlisting process is envisaged to take place week commencing 10th March 2025 with successful applicants invited for interview week commencing 17th March 2025 (subject to confirmation). Further details will be provided to those candidates invited to participate in this stage of the process.

In the event that a candidate is invited to interview but is unavailable on the proposed date and time due to reasons beyond their control, the panel may endeavour to accommodate an alternative arrangement subject to their own availability, although this may not be possible and is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

Demonstration of Competencies

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

Guidance Notes on Completing Your Application Form

It is important that you read these notes carefully before you complete the application form.

Job Description and Personnel Specification

The Job Description and Personnel Specification will assist you in deciding whether you meet the minimum essential criteria for this position. Please remember that the Association reserves the right to increase the criteria used for the short listing of candidates to be selected for interview without further notification.

You should use the job description and personnel specification to help you consider your relevant experience, qualifications, skills and abilities and ensure that you outline how you meet those requirements when completing the relevant section of the application.

Short Listing Candidates

Candidates will be selected solely on the information provided in the application form therefore you should ensure that you answer all sections fully.

Confidential Equality Monitoring Form

To comply with our obligations under Equal Opportunities and Fair Employment legislation we are required to monitor our recruitment exercises in order to ensure that

our recruitment policies and procedures are effective. All applicants are therefore required to complete the Equal Opportunities Form associated with this application.

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Equality Officer and marked Private & Confidential or by email along with your completed application form to: recruitment@arkhousing.co.uk

We will not use data from our equal opportunities monitoring form as part of the selection process.

Supporting Documents

Documentary evidence will be required if you are shortlisted to attend for interview. This will include photographic identification e.g. passport, driving licence or other form of acceptable ID.

Copies of your educational qualifications, professional membership and any other documents required to support your application will also be required. You may bring these documents to the office with you on the day of your interview and staff will arrange to copy them for you. Please note that all documents provided must be originals.

Disclosure of Criminal Records

All applicants must complete this section of the form fully and where criminal convictions are disclosed details must be provided of the offence(s) of which the applicant has been convicted and any relevant details relating to the offences.

You should note that Ark Housing are required to carry out checks on all persons being considered for employment with the Association through the Access NI scheme.

Data Protection

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of the General Data Protection Regulations.

Equality of Opportunity

Ark Housing is an Equal Opportunities Employer and we welcome applications from all sections of our community. Arrangements can be made for those applicants who require additional support or assistance because of a disability or other consideration which may hinder them in this application process. If you require such assistance, please contact John McVey at this office on Tel: 028 90 752310 or Email: recruitment@arkhousing.co.uk

General Points

The application form, if completed by hand, should be completed in **black ink** and must be legible. If submitted by post, please make sure that you leave plenty of time for your application to be received by the closing date & time. Please remember that **late applications will not be accepted.**

Ensure that you have signed and dated the application form. Electronic signatories are acceptable on emailed applications.

Do not send any supporting documentation with this application form. We may ask for such documents if your application is successful and you are short listed for interview.

Please ensure that you have the permission of your nominated referees to act on your behalf and that they agree to provide you with a reference.

Canvassing on behalf of your application will disqualify your application.