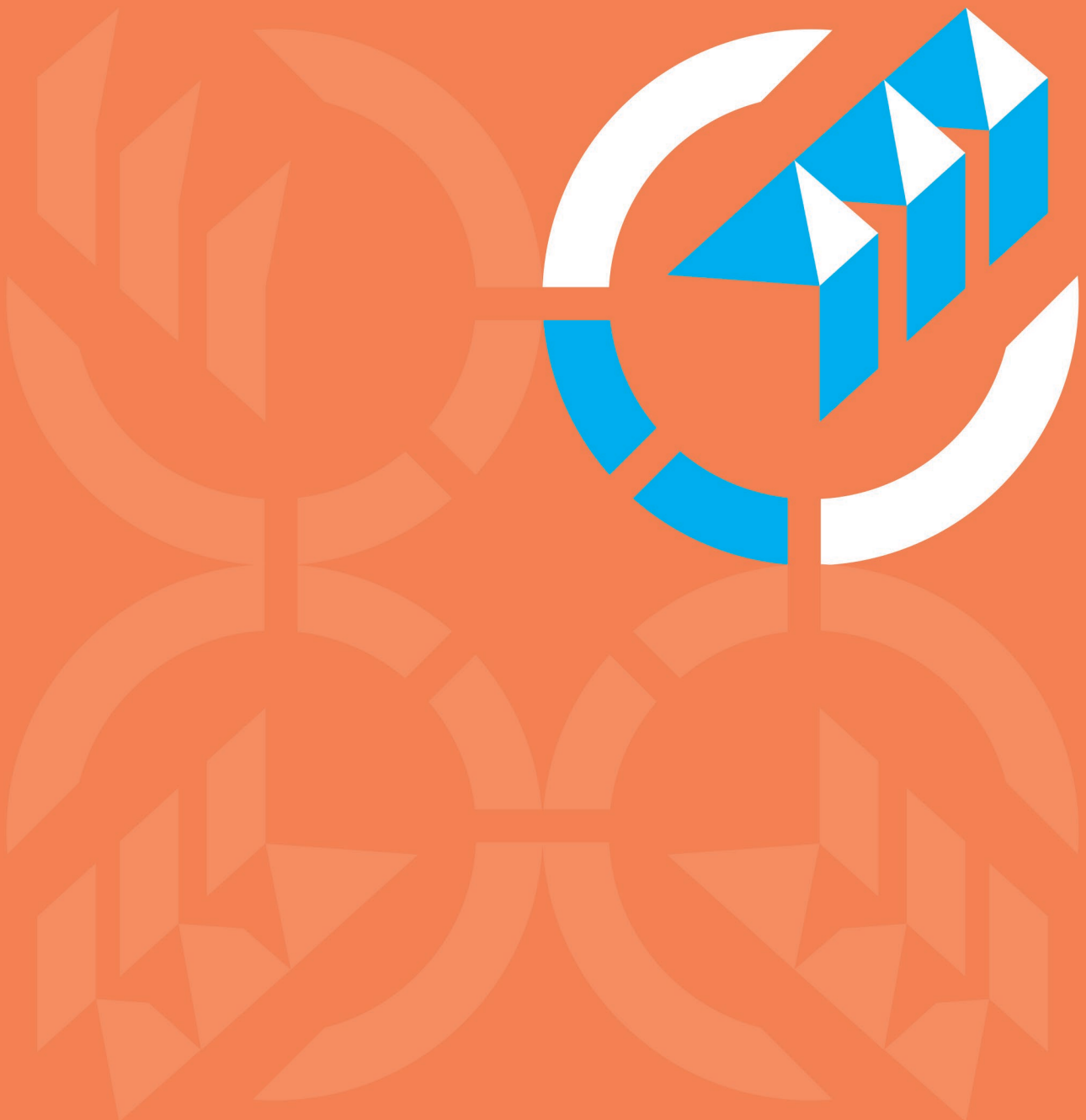


2023



Recruitment Pack

Finance Assistant





About North & East Housing Association

North & East Housing Association exists to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland. We support thriving communities through quality housing and continuing support for our tenants. We are a values-based organisation and a not-for-profit business with social objectives, which means that every penny we make is reinvested in providing homes for those in need of housing.

We provide housing management and tenant support services to projects in twenty-six locations across eleven local authority jurisdictions. North & East is primarily a general needs AHB but it also provides housing services with partners that focus on housing for people with specific needs.

The Association's Vision is ***'to provide high quality, secure and affordable housing, appropriate to the needs of families and individuals in the northern and eastern regions of Ireland.'*** This Vision is underpinned by three values –



Tenant Centred

- We communicate with tenants in a clear and respectful way and ensure that their voice is heard throughout the organisation.
- We make our tenants aware of their rights and obligations as tenants.



Trustworthy

- We are committed to the highest standards of governance as an AHB and as a Registered Charity.
- We are careful stewards of our housing stock and are committed to high standards of accessibility and environmental sustainability.



Collaborative

- We work in partnership with Local Authorities, Government agencies, other housing associations, voluntary bodies and private developers who share our commitments and values.



North & East
Housing Association

Building & Supporting Communities

Why Work with North & East?

Working with NEHA you will benefit from a highly supportive working environment and an attractive benefits package which includes the following:

- CIH membership after successful completion of probation
- Competitive salaries
- Free parking at NEHA offices
- 25 days Annual Leave
- Company Additional Days
- Hybrid Working – on completion of 3 month's service.
- Individual Training & Development Programme
- Employee Assistance Programme
- PRSA Pension Scheme
- Enhanced Maternity & Paternity Benefit
- Travel & Subsistence Allowance

About the Role?

Position:	Finance Assistant	Reporting to (Name):	Finance Officer
Contract:	Permanent – 6-month probation period	Location:	Head Office, Blanchardstown (Hybrid working available after three months)
Salary Scale:	€33,663 to €43,923	Date:	August 2023

Principal Objective of Position:

To become an integral member of the finance team responsible for the management of the purchase daybook, including invoice logging, tracking to sign-off, posting to the accounts system and preparing monthly accruals in line with the Association's financial procedures. Duties will also include providing support in the annual rent review process and support as required in rent management and other duties within the Finance department as required by the Finance Officer. With North & East Housing undergoing an exciting digital transformation, the role will provide the successful candidate with exposure and training in the latest finance relevant digital technologies to enhance their skill sets.



Responsibilities:

The key accountabilities and associated duties include –

General administration

- Support the administrative, filing and general shared duties within the Finance department.
- Attendance at meetings and events to represent the finance department as and when required by the Finance Officer or CFO.

Purchase Day Book

- Recording and tracking of purchase invoices in the invoice log.
- Invoice coding.
- Tracking of purchase invoices through to sign-off by the relevant manager.
- Checking purchase procedures and invoice authorisations are correctly applied.
- Posting of invoices to accounts system.
- Working with managers and preparation of monthly accruals schedule.
- Assisting the Finance Officer with preparing creditor payments.
- Management of creditor accounts to ensure all invoices/credits are received and posted to the accounts in line with monthly cut off procedures.
- Maintenance of invoice filing.

Rent Reviews

- Provide support in the annual rent review process.
- Provide support as required with ad-hoc rent reviews and new tenant signups.

Other Duties

- Credit card expenditure management.
- Petty cash recording and management.
- Assist with bank reconciliations.
- Support of the Finance Officer in the preparation of the monthly accounts process.
- Maintenance of the physical and computer filing systems in line with company policies, procedures, and statutory requirements.
- To absorb training and participate in the testing of new systems.
- Any other duties which are consistent with the role.

Training

- Appropriate training will be provided to develop required skills and facilitate continued personal development.



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Additional Responsibilities

- To positively promote the Association in all activities.
- Exercise discretion and duty of care in performance of your duties.
- Sensitivity to confidential matters is required.
- Comply with Association Health and Safety requirements and guidelines.

Experience & Qualifications Required:

- Accounting technician qualification or similar.
- Minimum 2 Years' experience in an accounting administration role is essential.
- Work prioritisation, diary management skills and ability to take ownership of duties.
- PC literate and proficient in using Word, Excel, and Outlook.
- Developed understanding of accounting principles, book-keeping, and ledgers.
- Experience in using accounting software, prior experience of Sage would be an advantage.
- Diligence, timeliness, and accuracy are essential qualities to the successful performance of the role.
- Ability to follow direction in order to achieve competency in duties.
- Abilities to communicate concisely and respond promptly to correspondence.

COMPETENCIES:

1. Planning and Organising
2. Time & Priority Management
3. Interpersonal Skills
4. Flexibility
5. Teamwork
6. Goal Orientating
7. Personal accountability



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REPORTING STRUCTURE (number of team members supervised in this job):

Directly: Finance

Indirectly: 0

KEY RELATIONSHIPS:

Internal

Finance & Management team.

External

Service suppliers

HOW TO APPLY

If you are interested in this role, please submit your cv along with a covering letter to hr@neha.ie by 12pm on Friday 25th August.

If you have any queries around the role, please e-mail hr@neha.ie



North & East
Housing Association

Building & Supporting Communities

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