

Vine Housing Co-op

Finance Officer

Vine Housing Co-op, located in the vibrant Vauxhall area of London, is seeking a freelance Finance Officer. The successful candidate will be responsible for accurate and timely record-keeping, reporting and advising the Co-op on our financial matters. This is a part-time self-employed role, requiring approximately 14 hours a month. Join our dedicated team and make a positive impact on our co-op community.

Please send CV and covering letter explaining why you think you will be suitable for the role to secretary@vinehousingcoop.org.uk

The deadline for applying is 24th July 2023. Interviews will be held shortly afterwards in person or online.

Job Description (June 2023)

Job Title	Finance Officer
Salary	£16-£18 per hour
Location	Remotely online and Co-op office
Reports to	Personnel Committee of the Co-op, a group elected to represent the different areas of work of the Co-op with a convenor who acts as the point of contact
Hours of work	Approx. 14 hours per month, including evening meetings.
Contract	Self-employment, permanent after six months probationary period.

Duties and responsibilities
<ul style="list-style-type: none">• To help deliver financial management for the Co-op.
<ul style="list-style-type: none">• To produce quarterly budget outturn figures, draft annual budget, and undertake audit preparation.
<ul style="list-style-type: none">• To supply financial information on specific budgets or projects on request.
<ul style="list-style-type: none">• To liaise with auditors, the treasurer, and the Finance subgroup to see through the completion of the annual audit.
<ul style="list-style-type: none">• To deal with PAYE, HMRC and pension returns.
<ul style="list-style-type: none">• To manage landlord's lighting and solar power accounts.
<ul style="list-style-type: none">• To record financial transactions using QuickBooks.
<ul style="list-style-type: none">• To carry out monthly bank reconciliations and provide running totals on request.

<ul style="list-style-type: none"> • To monitor income and expenditure in liaison with the Finance subgroup.
<ul style="list-style-type: none"> • To liaise with the Housing Management and Maintenance Co-ordinator where relevant.
<ul style="list-style-type: none"> • To research the investment of Co-op funds held in reserves.
<ul style="list-style-type: none"> • To be aware of financial regulation and to act in accordance with them.
<ul style="list-style-type: none"> • To attend monthly Finance Subgroup Meetings (1 hr/month).
<ul style="list-style-type: none"> • In general, to be aware of decisions taken at meetings which relate to the finance officer's role, and take steps to carry them out.
<ul style="list-style-type: none"> • To attend training sessions as agreed.

Finance Officer: Person Specification (June 2023)

Attributes	Essential	Desirable
Experience	Proven work experience as a finance officer or similar role, preferably in the housing field.	A professional qualification is considered a plus.
	Finance administration, including computerised bookkeeping, filing and general record keeping.	
	Using accounting, spreadsheet, database and word processing software to keep records and produce reports.	Experience of using CHICs software for rent accounting and maintenance and QuickBooks.
Skills	Excellent analytical and numerical skills.	
	An ability to create and review budgets and to work with strong attention to detail and accuracy.	
	An ability to participate in financial audits.	
	An ability to review and implement financial policies.	
	An ability to plan and organise own work, including being able to identify priorities and meet deadlines.	
	An ability to work collaboratively with members/tenants and flexibly to deliver role.	
	An ability to communicate effectively with a wide range of people, both verbally and online, when handling enquiries, attending meetings and other contacts.	
	An ability to work within policies and practices already developed by the Co-op	
	An ability to manage confidential data.	