



Job Description

Job Title: Finance Assistant (Income)

Responsible to: Management Accountant

Purpose of Job:

- To ensure that the management accounting functions of all Hastoe Group companies are carried out in an efficient and effective manner, with a particular focus on income from Hastoe's solar photovoltaic portfolio.
- To ensure that adequate controls are exercised over the accounting for said income, and also to generally assist in income and Management Accounts functions at Hastoe.
- To work as part of the Management Accounts team, with the aim of providing a first class service to both internal and external customers.

Key areas of responsibility:

Income Accounting

1. Assist the Management Accounts team to input accruals, Feed-in-Tariff (FiT) payment schedules and invoices relating to Hastoe's solar photovoltaic (PV) panel portfolio.
2. Assist with administration for said PV panel portfolio, accessing online portals, monitoring status of PV panels and payments.
3. Liaise with Hastoe's FiT licensee(s) to submit and receive information relating to the panels.
4. Assist with the maintenance and servicing as required of the PV panel portfolio, working closely with Hastoe's Property Services Team.
5. Assist with completing reconciliations to ensure payments are allocated and accounted for correctly.
6. Assist with consolidation of administrative systems for management of PV panels, and any projects to replace PV panel meters with automated equivalents.
7. Assist with the management and reconciliation of data within Hastoe's housing management and financial systems relating to PV panels, and assets more broadly.
8. Assist with raising and recording purchase orders as required.



9. Contact Hastoe residents and external suppliers as required to obtain meter readings and information relating to the PV panel portfolio.
10. Assist other colleagues and teams within the group with income and PV panel portfolio-related queries.

Management Accounts

11. Assist with reconciliations and data management in Hastoe's financial system.
12. Assist with month-end management accounts process, posting journals into financial system.
13. Assist with providing information to colleagues in Finance team and wider Hastoe business.

General Duties

14. Provide administrative support for the Management Accounts team, as well as the broader Finance team when required.
15. To provide adequate cover arrangements for other members of staff who are away from the office.

Organisational responsibilities:

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

This job description is an accurate reflection of the duties of the post at the time of writing but may be changed from time to time to meet the changing requirements of Hastoe.



Person specification

Attributes	Essential	Desirable
Education and Training	<ul style="list-style-type: none">• GCSE English and Mathematics, A/B or educated to an equivalent standard.• Willing to pursue training and development activities as required by the job.	<ul style="list-style-type: none">• Further education in a Higher Education setting, ideally in Mathematics, English or Business Related Studies.
Skills and Experience	<ul style="list-style-type: none">• Ability to communicate with a range of people, in person, in writing, email or by telephone.• Experience of using Microsoft Office, specifically Excel & Word.• Ability to work as part of a team.• Experience of maintaining records and administrative systems.• Knowledge of financial and management accounts.	<ul style="list-style-type: none">• Experience of rent and service charges accounting.• Experience of using an accounting package.• Experience of working within social housing.
Personal Attributes	<ul style="list-style-type: none">• Customer Inspired: A positive approach to customer service (for both internal and external customers).• Open and Transparent: Able to listen, learn and improve.• Professional: Able to take ownership of your actions and cope well under pressure.• Passionate: Able to go the extra mile to find solutions and meet deadlines.• Enterprising: Willing to seek new learning experiences.• Ability to work to deadlines.• Accurate.• High level of integrity.• Ability and interest in learning new skills.• Committed to the aims and objectives of the association.• Willing to travel occasionally (if required) to other Hastoe locations.	