



JOB DESCRIPTION

Job Title	Finance Reporting Officer
Responsible to	Director of Finance
Hours	35 hours per week
Location	Flexible
Salary	Up to £30,000 depending on experience

Organisational Context

Quo Vadis Trust (QVT) is a specialist housing charity in South East London. We provide a service to people who are living with mental health needs and who require support with their housing. QVT currently provides homes to approximately one hundred and eighty people in South East London and is growing rapidly. Our range of support both on and off the premises helps each individual client to maximise their independence.

The purpose of QVT is to Support Recovery, Maximise Independence and Build Community.

Job Purpose

To provide financial and operational reporting across the whole business, providing staff with relevant data to enable them to make good quality and timely decisions, and covering the following areas:

- Weekly and monthly KPIs
- Fundraising reports
- Client Development reports
- Rent and Service Charge calculations and collection
- Maintenance cost reporting
- Scheme management accounts
- Assistance with budget and board reporting

Duties & Responsibilities

1. Prepare weekly and monthly KPI reports

Main Activities:

- Collect relevant data from both accounting and operational software
- Collate data
- Prepare and distribute reports to include graphs, pictures and other means to allow non-financial staff to easily see whether the KPI is being met
- Add commentary as appropriate

2. Fundraising reports

Main Activities:



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- Prepare report showing funds raised
- Prepare report showing how funds have been spent and balance available
- Work with Client Development Team to ensure they are aware of funds and how they can be spent
- Add commentary as appropriate

3. Client Development Reports

Main Activities:

- Collect data on client development activities undertaken
- Collate and compare to requirements of funders
- Produce monthly report
- Add commentary as appropriate

4. Rent and Service Charge calculations and collection

Main Activities:

- Prepare annual housing benefit rent calculation
- Prepare annual service charge calculation
- Work with Housing Officers to inform clients of new charges
- Administer the receipt and recording of Housing Benefit (HB) and Service Charge (SC) payments
- Manage each clients HB and SC account to ensure any arrears are chased up promptly
- Investigate any arrears or short payment and advise Housing Officer promptly and as soon as arrears arise
- Produce & distribute monthly arrears reports and collaborate with colleagues to ensure a prompt action to ensure a corrective action is taken
- Add commentary as appropriate

5. Maintenance cost reporting

Main Activities:

- Prepare monthly reports and forecast on maintenance spend
- Produce simple reports to allow Maintenance Manager to monitor and control expenditure
- Add commentary as appropriate

6. Scheme management accounts

Main Activities:

- Prepare monthly management accounts for each scheme
- Support managers to understand reports and make wise spending decisions that support client recovery
- Add commentary as appropriate



7. Assistance with budget and board reporting

Main Activities:

- Assist with annual budget preparation
- Assist with year-end accounts process
- Assist with preparation of annual impact report
- Add commentary as appropriate

General

- Communicate in a timely and effective manner. Respond to all communications promptly
- Respond positively to all requests from colleagues, always putting the interests of clients first and working as a team player
- Foster positivity and productive working relationships
- Exercise a high degree of probity and personal integrity
- Always seek to live out the values of QVT - Dignity, Excellence, Respect, Integrity and Kindness
- Positively represent Quo Vadis Trust
- Adhere to all policies and procedures
- Provide a cover for other Finance Officer when required
- Undertake any other tasks that might be reasonably requested by the line manager or members of leadership team.

This job description is as it is presently constructed. This will be reviewed periodically and at each annual appraisal to ensure that the job description fully reflects the responsibilities of the job. It will be updated and amended in keeping with service changes and developments.

PERSON SPECIFICATION

Job Title	Finance and Reporting Officer
Department	Administration

Requirements	Essential or Desirable	Method of assessment
Qualifications		
Numerate and Literate to A level equivalent or above	E	Application form Interview
Relevant professional qualification or studying towards one. E.g. AAT or CIMA	D	Application form Interview



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Experience		
Excellent knowledge of computerised accounting packages	E	Application form Interview & test
Computer literate, with excellent knowledge of Word and Excel. Ability to use video communication tools	E	Application form Interview & test
Excellent presentation skills using a range of verbal, written and pictorial methods. Able to explain data to others in a simple and straightforward way	E	Application form Interview & test
Ability to collect, summarise and analyse data, drawing relevant conclusions and using personal insight to suggest new ideas	E	Application form Interview & test
Knowledge and Personal Attributes		
Excellent verbal and written communication skills	E	Application form Interview & test
Able to relate to clients	E	Interview
Ability to work under pressure and consistently meet deadlines	E	Interview
Able to calmly deal with difficult situations	E	Interview
Able to demonstrate a conscientious and dedicated attitude	E	Interview
Ability to work on own initiative	E	Interview
Able to work as part of a team	E	Interview
Other relevant criteria		
Able to work outside of normal hours on occasion to meet the needs of the organisation	E	Interview
Has DBS clearance	E	

Our commitment to diversity: We are committed to tackling systemic inequalities by being proactive in creating opportunities for people from under-represented groups. With this in mind we welcome applications from all ethnic backgrounds, religions, gender identifications and sexual orientations, and from anyone who considers themselves to have a disability.