



Christian Action Housing Association is currently recruiting for a **Finance Officer** to join the Finance team, working in our office in Enfield. You will join us full time, working a hybrid working pattern with a small team of 5 others.

Our Association was founded in 1966 by a group of local church groups in response to the desperate need in the local area for affordable rental housing. Christian Action has grown into a vital local provider of accommodation in four North London boroughs, providing high quality and affordable support and services to those in housing need.

Our Officers provide technical and professional expertise and advice to internal and external customers. They are expected to give support to our front line teams, and work closely with our senior leaders to deliver great services across the organisation.

Your responsibilities as our **Finance Officer** will include;

- Processing payroll and sales ledger (including tenant recharges), managing sales ledger debtors, processing income and cash book accurately and in a timely manner
- Ensuring processes are adhered to in preventing fraud and errors.
- Supporting the Head of Finance in related areas of work such as allocation of income, clearing down the suspense account, PAYE, returns to HMRC and other statutory and regulatory bodies e.g. HouseMark, ONS, lenders, grant giving authorities, etc.
- Overall responsibility for income processing and sales ledger, related debtor management, reconciliations and reporting to assist timely and accurate management reporting, such as aged debt analysis.
- Any other duties that may be reasonably required

What we're looking for you to bring to the team:

- Strong knowledge of the finance function
- Knowledge of accounting systems (Sage 200 and SDM knowledge would be an advantage).
- Excellent communication skills
- Significant experience working in a similar role

In return we will offer you:

- Salary: £27,800
- 25 days holiday plus bank holidays
- Health care cashback scheme
- Employee assistance programme including free counselling and legal advice
- Generous pension scheme
- Some flexibility with days and hours worked

If you are interested in applying for the role please send your CV and Cover letter to [HResources@christianaction.org.uk](mailto:HResources@christianaction.org.uk)

Christian action housing is a 'Disability Confident Employer, we are committed to making our recruitment process open and fair, and we will work with individuals with a disability to make our roles accessible wherever possible. We welcome and embrace those from all faiths and none. We are an anti-racism organisation and have a zero tolerance for racism and all forms of bigotry.