

## **Rykneld Homes Ltd.**

### **Job Description**

**Division:** Financial Services                      **Service:** Finance & Procurement

**Post:** Finance Assistant - Purchasing

**Post Number:** RH387

**Responsible To:** Management Accountant

**Subordinates:** None

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#### **Key Accountabilities**

- To undertake procurement of day to day materials, supplies and service requirements at the most competitive prices, bearing in mind delivery and quality requirements and the relevant Procurement Policies.
  - Day to day processing of, invoicing, debtor accounts and creditor accounts.
  - Providing an efficient and effective finance service to internal and external stakeholders.
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#### **Main Duties and Responsibilities**

##### **Purchasing**

- Liaising with Operatives, Supervisors and Technical staff in obtaining all material, supplies and service requirements by the placing of purchase orders utilising the computerised purchase order processing system, and maintaining a record of orders placed.
- Arranging for the hire and off hire of plant, tools and equipment.
- Obtaining and evaluating quotations for material, supplies and service requirements for items not covered by tender or contracts.
- Chasing of overdue deliveries and dealing with queries on orders.
- Ensuring that overdue or outstanding orders are continuously reviewed for delivery.
- Obtaining product data on all new items purchased for COSHH assessment purposes.
- Administer the Procurement inbox and post ensuring all emails and queries are dealt with in a timely manner.

##### **Debtors**

- Ensure all sundry debtor invoice requests are correctly and promptly processed within the system.
- Ensure all invoices are checked for accuracy, accounting and VAT treatment.
- Ensure all credit notes are fully logged and correctly processed within the system.

- Manage, resolve and explain all customer and officer queries in relation to sundry debtors ensuring that they are dealt with promptly, liaising with other teams and North East Derbyshire District Council's (NEDDC's) finance team when required.
- Send customer dunning letters.
- Refer aged amounts to collection agents.

### **Creditors System**

- Undertake the processing of creditor invoices. Including: receipting, appropriate authorisation of invoices, accuracy of invoices, resolve queries internally and externally.
- Resolve and explain any queries or issues when asked, internally and externally.
- Reconcile and be responsible for monthly Visa Card statements allocating cost centre and subjective with accuracy and within a timely manner.
- Reconcile and process petty cash transactions into the general ledger.

### **Construction Industry Scheme (CIS)**

- Up to date knowledge of CIS legislation.
- Complete verification of supplier CIS details, tax status and UTR number via HMRC website.
- Support subcontractors and departments within the organisation ensuring compliance with HMRC CIS legislation.

### **Finance Administration**

- Administer the Rykneld Finance Team inbox and post ensuring all emails and queries are dealt with in a timely manner.
- Ensure the Company's signature chart is up to date with information provided by approvals from the Senior Management Team.
- Assist in providing Finance Training to signatories and financial support to wider teams.
- Process journals in line with current duties e.g., Petty Cash.
- Assist with Month End processes in relation to debtors and creditors.
- Assist with Year End processes, including producing working papers for the year end audit.

### **General**

- To be aware of and adhere to Rykneld Financial Regulations and Contract Rules
- Attend any relevant training courses and conferences as required
- To carry out all duties with awareness and regard to Health and Safety issues and adhere to safe systems of work specified in Rykneld Homes' Ltd. Safety Policy.
- To be aware of and adhere to the Rykneld Homes' Policies on Equalities at all times.
- To adhere to the requirements of the Data Protection Act and GDPR in respect of confidentiality and disclosure of data.
- Develop and foster positive professional relationships with colleagues and external contacts.
- Adhere to Rykneld Homes Ltd. standards of behaviour and Code of Conduct.
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- Such other duties commensurate with the grading of the post as may be from time to time determined

**Key Contacts**

- Rykneld Finance & Procurement Team
- Rykneld Homes managers and staff
- Rykneld Homes Senior Management Team
- NEDDC Finance Team
- Rykneld Homes Suppliers
- HMRC
- External Tenderers and Suppliers

### Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<b><u>Experience</u></b>		
<ul style="list-style-type: none"> <li>• Previous Procurement/accountancy/finance experience within a similar environment</li> <li>• Experience of Purchase Ordering and dealing with Suppliers</li> <li>• Knowledge of Housing Finance</li> <li>• Experience of using a financial accounting system and the use of databases and financial software packages</li> <li>• Ability to produce letters and reports</li> <li>• Ability to administer procedures and processes and check information to confirm compliance</li> <li>• Experience of handling and responding to enquiries over the telephone, through correspondence, and in person</li> </ul>	<div>✓</div> <div></div> <div></div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div>✓</div> <div>✓</div> <div></div> <div></div> <div></div> <div></div>
<b><u>Qualifications and Training</u></b>		
<ul style="list-style-type: none"> <li>• Level 3 Qualification/ A Level or equivalent</li> <li>• AAT Part Qualified and studying or willing to continue studies</li> </ul>	<div>✓</div> <div></div>	<div></div> <div>✓</div>
<b><u>Specialist Skills and Knowledge</u></b>		
<ul style="list-style-type: none"> <li>• Proficient user of Microsoft Office Suite including advanced skills in Microsoft Excel</li> <li>• Able to prioritise own workloads and tasks</li> <li>• Able to work under pressure, and to tight deadlines</li> <li>• Excellent verbal and written communication and interpersonal skills</li> <li>• Excellent administrative skills</li> </ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>	<div></div> <div></div> <div></div> <div></div> <div></div>

<b>Personal Skills/ Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to work on own initiative with limited supervision</li> <li>• Analytical and problem solving skills</li> <li>• Accuracy and high attention to detail</li> </ul>	✓  ✓  ✓	
<b><u>Personal Qualities</u></b>		
<ul style="list-style-type: none"> <li>• Commitment to equalities legislation and a good understanding of its relevance to this post.</li> <li>• Methodical approach to problem solving</li> <li>• Sound judgement and ability to think beyond established practices</li> <li>• Team player</li> <li>• Conscientious, honest and reliable</li> <li>• A 'can do' approach</li> <li>• Well organised and task focused</li> <li>• Willingness to learn and undertake a formal finance qualification (AAT)</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓	

This specification is not exhaustive, and you may be required to undertake other duties commensurate to the role and be flexible in response to the exigent needs of the business.

### Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.