



Homes that change  
people's lives

## Job Advert: Income Finance Officer

### Details

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**Reference**

001318

**Salary**

£26,520

**Department**

Finance

**Hours**

36.5

**Job Type**

Permanent

**Location**

Thornbury

**Closing Date**

Thursday, 20 June 2024

**Planned Interviews**

Tuesday, 02 July 2024

### Job Description

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Elim is a charitable social landlord based in Thornbury with a vision '**to meet housing need and deliver homes that change people's lives**'. This ambition is present in everything we do. We have around 900 homes located across South West England, the Birmingham area and Wales, and we provide homes for social or affordable rent across each of these areas. We provide homes for shared ownership in South West England, and are one of the largest providers of supported accommodation to people who have experienced homelessness in Bristol and Gloucester.

We offer a diverse and inclusive culture in line with our Elim **CARES** Values. These were created in partnership with our customers, colleagues, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

C - Customers First – Customers are at the heart of our services and decision making

A - Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.

R - Results – We work hard and deliver great results for our customers and for Elim.

E - Everyone's view matters – We listen to understand, improve and build our services

S - Supportive – We tackle challenges head on and inspire each other to achieve our potential.

**Key Responsibilities**

- Dealing with all rent ledger matters ensuring all customer balances are billed accurately and up to date at all times, including responsibility for allocating receipts, co-ordinating quarterly rent statements, annual service charge schedules and annual rent plan.
- Maintenance of the Association's bank accounts ensuring that the balances on the Association's accounting system are reconciled to the bank account on a weekly basis for the main current account.
- Dealing with incoming funds including supporting people grants, sundry receipts ensuring that these are accurately recorded on the associations accounting system, and documents are filed as appropriate.
- Taking a lead on maintaining the rent modules in the accounting system. Acting as the rent accounting QLX champion, including providing QLX training to non-finance colleagues.
- To be responsible for the sundry debtor's ledger, ensuring invoices are raised and debts are actively managed.
- Be responsible for effective communication both internally and externally and to promote the association proactively and positively.
- Achieve individual targets and contribute to meeting departmental KPIs and PIs.
- Support and provide cover for certain tasks performed by Finance colleagues i.e. purchase ledger.
- Provide a cost effective and value for money service.

## Person Specification

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- Experience in operating a debtors ledger, entering financial transactions and reconciliations.
- High attention to detail and ability to work accurately with figures.
- Strong IT skills which include the ability to use accounting software and Excel.
- Understanding the need for confidentiality in financial matters.

## Benefits

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Elim recognises our highly skilled and dedicated colleagues are our greatest asset in achieving our vision. Elim colleagues benefit from:

- A great inclusive and values led culture that invests in your learning and development.
- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday each year.
- Paid one day volunteer leave
- Flexible working
- Access to training and career development through Elim Skills Academy
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking

For full details of Elim's benefits, culture and values please visit our website where you will also find colleague stories, sharing what it's like working for us.

## Contact Us

Units 3 & 4, Pinkers Court,  
Briarlands Office Park, Gloucester Road,  
Rudgeway, South Gloucestershire  
BS35 3QH

Call: 01454 411172  
Email: [HR@ElimHousing.co.uk](mailto:HR@ElimHousing.co.uk)

## About US

### **Providing homes, supporting people.**

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.