

## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **Finance Officer – Purchase Ledger**

<b>Location:</b>	ISHA, 102 Blackstock Road, Finsbury Park, N4 2DR
<b>Reports to:</b>	Head of Finance
<b>Direct reports:</b>	None
<b>Team:</b>	Finance
<b>Department:</b>	Finance

### **JOB SUMMARY:**

This role is essential in ensuring the efficient operation of our purchase ledger function, helping to maintain accurate financial records and supporting the effective management of supplier relationships. Working as part of a small, collaborative finance team, you will also contribute to wider finance and administrative tasks to ensure compliance with internal controls, audit requirements, and regulatory standards.

### **PRINCIPAL RESPONSIBILITIES:**

1. Process supplier invoices and work orders using the purchase-to-pay systems, Compleat and Rybixx Finance, ensuring timely and accurate data entry.
2. Generate and process weekly the approved and sundry supplier payments, ensuring deadlines and payment terms are met.
3. Reconcile supplier statements and accounts, resolving discrepancies promptly.
4. Respond to and resolve supplier queries professionally and in a timely manner.
5. Assist with month-end close activities, including ledger checks and accruals preparation.
6. Support finance colleagues in the preparation of year-end accounts and documentation for internal and external audits.
7. Assist with the implementation and transition to the new purchase-to-pay system, DocuWare in 2026.
8. Provide training and guidance to new and existing team members on accounts payable processes, ensuring consistent application of procedures and adherence to internal financial controls and relevant financial regulations.
9. Proactively review and challenge transactions to ensure accuracy and legitimacy, reporting any inconsistencies, errors, or suspected fraudulent activity in line with the organisation's financial procedures and anti-fraud policies.

10. Take ownership of any finance-related customer queries or service issues, ensuring a professional and timely resolution to enhance the customer experience.

**ESSENTIALS:** In addition to the principal accountabilities of the role, there are several significant elements that we deem them essential for every role at ISHA:

11. To ensure you comply with ISHA's procedures for promoting and safeguarding the welfare of children and vulnerable adults appropriate to your role.
12. To comply with ISHA's EDI Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, residents, and other members of the community.
13. To comply with ISHA's IT, Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety, and welfare.
14. To work flexibly as may be required by the needs of the team and carry out any other reasonable duties as required.
15. To lead by example and demonstrate ISHA's values of passionate commitment to customers, Pride in Team ISHA, can-do, excellence, mutual respect, people focus, and in your work, behaviour and in your professional relationships with colleagues, partners, and residents.

<b>PERSON SPECIFICATION – Finance Officer (Income)</b>		<b>Essential</b>	<b>Desirable</b>
<b>Right to work in the UK</b>			
1.	Proof of eligibility to currently work in the UK.	✓	
<b>Education and Qualifications</b>			
2.	Good general education with excellent literacy and numeracy skills.	✓	
<b>Experience</b>			
3.	Experience of working in a busy finance, or finance related, role.	✓	
5.	Experience of using Excel, ideally to an intermediate level	✓	
	Knowledge of main accounting principles and their application		✓
6.	Experience of working in the Housing sector.		✓
<b>Knowledge &amp; Skills</b>			
7.	IT system skills and able to evidence competency in relevant finance applications	✓	
8.	Intermediate Excel skills, and the ability to quickly learn new systems and packages	✓	
9.	Effective and pleasant communication skills across a range of approaches, including face to face, phone and email	✓	
10.	Excellent attention to detail	✓	
11.	Good problem-solving skills and a positive and proactive approach when presented with challenging situations	✓	
12.	Fantastic time management and organisational skills	✓	
13.	A love of learning; enthusiastic and highly motivated when it comes to developing new skills and knowledge.	✓	
14.	A highly professional approach and attitude; able to work with minimal supervision.	✓	
15.	Able to work well under pressure and to apply different approaches to managing a busy workload and competing priorities.	✓	
16.	A high level of proficiency using Microsoft Office.	✓	
<b>Values</b>			
17.	Able to always demonstrate and evidence ISHA's values: <ul style="list-style-type: none"> <li>• Pride in team ISHA</li> <li>• Passionate commitment to customers</li> <li>• Trusted to make the difference</li> <li>• Respect for everyone</li> </ul>	✓	

