

Roupell Park Resident Management Co-operative (RPRMC)



Job description

Job Title: Bookkeeper

Reporting to: Estate Manager



United Residents Housing (URH) Finance Manager will provide technical support and supervision and is responsible for producing budgets, accounts and financial management for Roupell Park Resident Management Co-operative. (URH is an arms length management organisation (ALMO) working with Roupell Park RMC, Waltham Estate RMO, Loughborough EMB and Blenheim Gardens RMO.)

The post holder will be responsible for:

1. **Paying suppliers**

The organisation makes about 40 payments per month. RPRMC pay suppliers by BACS where possible with electronic authorisation of payment runs by Board members. Some manually produced cheques are also issued. RPRMC may benefit from the introduction of computer cheques for their Sage systems.

The post holder will:

- Enter invoices received on the Sage system and pass on for authorisation
- When authorised make payment in regular payment runs and issue cheques and/or remittance advices (a system should be put in place to ensure other office staff can post cheques which have been passed to board members for signing)
- Deal with supplier enquiries
- Set up credit facilities and vet new suppliers as necessary including tax and VAT status
- Account for any tax to be deducted from supplier payments to comply with construction industry requirements
- Monitor the systems for ordering supplies so that commitments are recorded and reported on

2. **Payroll**

RPRMC runs the payroll for 15 staff paid monthly by BACS. RPRMC use the Sage payroll system. RPRMC operate their own defined contribution pension scheme and also make contributions to individual employee's defined contribution schemes.

The post holder will:

- Pay staff in accordance with terms and conditions and instructions from the Boards and estate managers and account for the payroll costs
- Account for tax, national insurance and pension contributions and liaise with the Revenue and pension providers to ensure all their requirements are complied with
- Advise individual staff members on their pay as required

3. **Income**

Almost all of the organisations' income is derived from allowances for management, maintenance and other services rendered, paid by Lambeth Council quarterly in advance. However there are also other charges to collect and account for and payments from residents.

The post holder will:

- Issue invoices as required with appropriate supporting documentation, record in the Sage system and collect amounts due
- Ensure that cash and cheque payments received are banked as quickly as possible and safeguarded pending banking

4. **Petty cash**

Staff and board member expenses and small purchases are paid for out of a petty cash balance.

The post holder will:

- Maintain the petty cash system so that payments can be made at any time ensuring that the cash is safeguarded
- Arrange for reimbursement of actual expenditure on the imprest system to maintain the float

5. **Sage ledger**

RPRMC uses Sage accounting systems.

The post holder will:

- Use the Sage systems to record all transactions for the organisation in accordance with written procedures
- Set up new ledger accounts in consultation with the URH finance manager as necessary
- Upgrade the systems as necessary
- Back up the systems on a regular basis

6. **Monthly reporting**

The main accounting period is the quarter corresponding to the period for payment of allowances and producing reports for Lambeth Council through URH. However key indicators are monitored on a monthly basis and a reconciliation report produced. This requires report data from the Lambeth SX3 system used for rent accounting and maintenance ordering.

The post holder will:

- Produce monthly bank reconciliation for all bank accounts and submit for approval to both the estate manager and URH finance manager, ensuring that all differences are resolved/accounted for
- Produce monthly reconciliations of all payroll control accounts and submit for approval to both the estate manager and URH finance manager, ensuring all differences are resolved/accounted for
- Produce monthly reports on the key budgets showing actual and committed expenditure (routine maintenance, lift maintenance, entry phone maintenance, boiler maintenance, gas servicing and heating/hot water) based on reports from SX3 provided by other staff
- Produce a monthly report showing the value of the work done by direct labour operatives as compared to the costs incurred, based on reports from SX3 provided by other staff

7. **Value added tax**

RPRMC is registered for VAT and recovers all input tax, and charges VAT on all services rendered.

The post holder will:

- Produce VAT returns every quarter using the full capabilities of the Sage system
- Account for all VAT and produce and enter the journal for each VAT return
- Reconcile the balances on the Sage VAT accounts following the preparation of each return
- Liaise with Customs as required

8. **Cash management**

RPRMC has cash balances from reserves and because the allowances are received in advance at the beginning of each quarter. The surplus cash is invested to earn interest (though this interest earned is taxable).

The post holder will:

- Work with the estate managers and URH finance manager to ensure that cash balances are invested

- Produce short term cash flow forecasts as necessary to aid in decisions on the investment of cash

9. **Budgets and Accounts**

The organisation relies on a budget for the year to 31st March for financial control with quarterly management accounts to compare to budget and forecast the outturn for the year and statutory accounts (for an I & P Society).

The post holder will:

- Provide information and calculations as required for production of budgets and Accounts, assisting the URH finance manager
- Liaise with the external auditor for the annual accounts
- Provide information to URH for the service charge accounts for leaseholders
- Attend and report each organisation's Finance Sub Committee and Board as required
- Liaise with the Treasurer for each organisation as required
- Provide advice and support to other staff on financial matters

10. **Support and cover**

The organisation has 4 staff based in their main office and all staff deal with residents and problems arising on the estates if necessary. In such small organisations some flexibility is required. All staff answer phone calls.

The other three organisations working with URH, WERMO, Loughborough EMB and Blenheim Gardens RMO, have their own finance workers, the finance manager is, currently, the only finance worker at URH. All these organisations use Sage and the 4 staff are expected to provide some mutual support and cover if necessary.

The post holder will:

- Ensure that other staff at RPRMC can deal with urgent queries and refer issues as appropriate in the absence of the post holder
- Provide cover within the URH organisations if requested (for which charges would be made)
- Maintain contact with other finance staff

11. **Objectives**

URH and the four management organisations aim to provide a good service to the residents of the estates, and need to improve services to bring in the capital funds required to provide essential maintenance and improvements to the homes.

The post holder is expected to:

- Provide a high standard of financial service
- Contribute to improving the value for money of the services on the estates
- Contribute to the improvement of financial systems

Best Value reviews of all services will be required and you will be expected to provide accurate and reliable data. This will be part of an on-going evaluation as part of our reaching 2 stars.

12. **General**

The post holder will:

- Maintain records of time spent on each client for monitoring and charging purposes
- Use their time productively and agree priorities with the managers, advising if additional inputs are required to meet objectives
- Maintain confidentiality for each client
- Comply with the policies and procedures for each organisation, in particular equal opportunities, and with those of Lambeth Council as the sponsoring authority, particularly in relation to IT where the basic network and office systems are provided by the council

13. **Organisation**

The post holder is expected to organise their own work and manage their workload. An email address will be provided on the Lambeth IT system accessible at either location or from home. Home access to the Sage systems may be possible but will require work with the IT department at Lambeth and compliance with their home working procedures.

RPRMC is in SW2 off Brixton Hill in a purpose built office and manages 572 homes.

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