

unipol

Candidate Brief



Finance Officer – Utilities

Grade 5 (£25,742 - £29,605)



Overview of the Role

Location: Unipol Student Homes,
155-157 Woodhouse Lane, Leeds LS2 3ED
Hours: Full Time, Monday to Friday
Contract: Ongoing

The Finance Officer - Utilities is a key member of the Unipol Student Homes Finance Team.

This role involves managing all aspects of the utilities expenditure, budgeting and reporting. Utilities includes water, electricity and gas.

The ideal candidate will have strong organisational skills and a keen eye for detail.



Main Duties and Responsibilities

Cost Management

- Verify and approve the billing for all utility suppliers to Unipol properties.
- Manage the energy billing process for family tenants.
- Deal with all supplier/customer queries regarding billing.
- Complete month end processes to ensure the accurate reporting all utility spending.
- Assist Assistant Finance Manager – Expenditure in creating accurate budgets and reforecasts.
- Assist Assistant Finance Manager – Expenditure in managing contract renewals for energy supplies.

Reporting

- Produce accurate reports for Senior Management and Trustees in relation to energy usage and energy spending.

Sustainability

- Monitor usage and report anomalies to the operations team for review.
- Assist the Operations Team with energy saving initiatives.

General Duties

- As a member of the Finance Team you will also respond to general finance queries via telephone, email and web chat, providing timely resolution and outstanding customer service.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade and the evolving property portfolio.

Qualifications and Skills

As Finance Officer – Utilities you will have:

- A strong understanding of basic accounting principles, especially accruals and prepayments
- Proficiency in Microsoft Office suite, especially Excel, and experience with accounting software
- Excellent organisational skills and attention to detail
- Strong communication and interpersonal skills, with the ability to build positive relationships with colleagues, suppliers and tenants.
- The ability to work independently and as part of a team
- Positive attitude, proactive approach to problem-solving, and a willingness to learn
- Previous experience with utility billing or accounts payable role is desirable.



General Information

Unipol is a housing Charity, providing assistance in finding and supplying housing for students in Leeds, Nottingham and Bradford. All those working in Unipol are jointly employed by Unipol and the University of Leeds.

Further details about Unipol can be found here www.unipol.org.uk