

unipol

# Candidate Brief



**Assistant Finance Manager  
– Income**

**Grade 7 (£39,355-£46,735)**



## Overview of the Role

- Location:** Unipol Student Homes,  
155-157 Woodhouse Lane, Leeds, LS2 3ED
- Hours:** Full Time. Monday to Friday  
(1 day working from home)
- Contract:** Fixed Term for 12 months, as there is a need  
for temporary cover
- Salary:** Grade 7 (£39,355-£46,735)
- Benefits:** We encourage professional development  
and study support is offered with this role

The Assistant Finance Manager – Income is a key member of staff, maintaining and administering Unipol's financial and other records in close co-operation with the Senior Finance Team (Director of Finance, Deputy Director of Finance, Finance Manager and Assistant Finance Manager – Expenditure). The role is responsible for the accurate management and reporting of cash and income streams within the organisation. The role reports to and is responsible to the Finance Manager.





# Key Responsibilities

- Ownership and completion of all month end processes relating to income.
- Business partnering with budget holders to review and monitor monthly performance.
- Management of all non-rental income billing.
- Budgeting for all income streams, phasing budgets and creating forecasts.
- Management of the cash receipt system. Overseeing accurate recording, ensuring completion of bank reconciliations and assisting in all discrepancies.
- Management and development of the Cash Flow model. Ensuring all data is accurate, reporting any variances and ensuring compliance for banking covenant reporting under the guidance of the Director of Finance.
- Management of the property management process within finance. Ensuring statements and monthly payments are processed accurately, and G/L accounts are reconciled. Liaising with Senior Finance Officer – Income and Operations team to ensure records are consistent.
- Overseeing day-to-day debt collection for both rent arrears and sundry debt. Ensuring contact manager system is working effectively. Reviewing collection monthly and agreeing next steps and legal action.
- Oversee accurate reporting of weekly lettings.
- Overall management of the StarRez system within Finance, liaising with external consultants to develop processes.
- Treasury management, managing bank account balances, client account reconciliations and loan interest and capital repayments.
- Banking signatory, processing supplier and managed owner payments on P-TX when requested and processing fully authorised faster payments.
- Line management, review, development and appraisal of the Finance Assistant – Cashbook, Rent Collection Officer and Senior Finance Officer – Income.
- Deputising for the Finance Manager to assist with day to day operations of the finance office.

## General Duties

- The Assistant Finance Manager – Income will undertake such general duties within Unipol as from time to time may be required and shall accept periodic revisions of this job specification where transferable skills are utilised.

# Person Specification

## Essential

- Experience of working in a similar finance role.
- Ability to prepare and communicate financial information to a range of stakeholders.
- Experience of supervising or managing staff.
- Strong Excel skills.
- Excellent communication and interpersonal skills.
- Ability to work with minimum supervision and use own initiative.
- Qualified/part qualified in a UK recognised Professional Accounting qualification.

## Desirable

- Working knowledge of Microsoft 365 Business Central
- Experience of cash flow reporting
- Experience of debt collection



## 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](http://www.unipol.org.uk)