



Post	Finance Officer (Property)
Reports to	Senior Finance Manager/ Strategic Finance
Hours per week	35 hours per week, Monday to Friday
Contract Type	Permanent
Location	1 Thorpe Close, W10 5XL
Salary	£33,000 - £34,000 per annum

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021 a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental, and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition, we work with a full range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: www.westway.org/about-us/horizon-plan/

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 4 car parks, 34 offices, 32 shops, and an Olympic-registered skate park.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting, and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

Job Purpose

As Finance Officer (Property), you will oversee the charging and collection of all property related income including rents, licence fees service charges and ad-hoc recharges. This will involve setting up charging schedules and other rental transactions to the MUS Chronos Property Management System and to the nominal ledger of the accounting system.

Principal Accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, the Finance Officer will be expected to take ownership of the areas of accountability below, and to develop it in line with the needs of Westway Trust tenants and the communities of North Kensington.

- Maintain tenancy and charging details in the Property Management software.
- Raise and dispatch rent demands to tenants and post entries to the ledgers.
- Credit control following up tenants with arrears by email letter and phone.
- Maintain the tenant debtors listing.
- Post expenditure from Access to the service charge accounts.
- Processing tenancy at wills, subsidised rent and deferred rent journals and reconciliation.
- Reviewing Voids and recharges.
- Assist in month-end reporting.
- Assist in preparing year-end audit schedules.
- Taking ownership of year-end MUS closure and service charge statements.
- To work positively in accordance with Westway Trust’s equality and Diversity Policy.
- Provide cover for the Finance Officer and the Senior Finance Officer including raising cheques, banking, petty cash and making electronic payments posting tenants receipts onto MUS and Access.
- Recharge annual insurance costs to tenants.
- Income reconciliation between MUS and Access (I&E, Vat turnover).

- Reconcile property management balances to Access accounts including debtors and service charge balances.
- Supporting SMF on year end accounting and service charge account closure
- Running MUS reports to help property analysis and preparing analysis of property financial performance.
- Any other duties as may be reasonably required.

Person Specification

You will need to have the right blend and balance of strong finance skills with excellent interpersonal and customer-facing skills, working for a charity supporting and enhancing the lives of people in the local community.

Essential qualification, skills and abilities:

- Relevant experience within a busy accounts department.
- Minimum qualification GCSE Mathematics or equivalent.
- Experience of using computerised accounting systems.
- Competent user of Excel for reporting and computing.
- Highly computer literate, with practical experience of using MS Office packages, especially MS Excel and computerised accounting systems.
- The ability to deliver the highest standards of internal customer service through your positive attitude to the role, while staying calm and focused during busy or demanding work situations
- Excellent attention to detail with accurate data entry and the ability to prepare concise and accurate reconciliations and analyses of individual income, expenditure and control accounts.
- Good organisational, administrative and analytical skills.
- Good communication skills both written and verbal.
- A proven ability to follow agreed financial procedures and controls.
- Resourceful and flexible approach, with a “can do attitude”.
- A commitment to working as part of a team.
- Punctual with effective time management.

Desirable qualifications, skills and abilities:

- Studying or qualified AAT CAT or equivalent CCAB.
- Experience of Access Accounts.
- Experience of computerised property management accounting packages MUS Chronos.
- Experience of using electronic banking software.
- Experience of credit control and rental ledgers.
- Connection to or significant understanding of the local area and its social, cultural and political heritage would be highly desirable.
- Commitment to living out the Westway Trust values including placing the community at the centre of all we do.
- Demonstrable understanding of, commitment to, and promotion of equality of opportunities, diversity and inclusion.

The ideal candidate will demonstrate the Trust’s Values— Courage, Equity, Integrity, Openness and Sustainability - at all times in their work and behaviours.