

Finance Officer Position at Sahara Housing Association

Job Title

Finance Officer

Location

Birmingham

Working Hours

Full-time

About Sahara Housing Association

Sahara Housing Association is dedicated to offering high-quality, affordable housing and support services that genuinely impact lives. We partner with a variety of communities to foster safe, inclusive, and environmentally sustainable housing options, and we are committed to fairness, integrity, and the well-being of the community.

Position Overview

We are currently looking for a capable and enthusiastic Finance Officer to join our passionate team. This role is crucial for the effective operation of our financial systems, ensuring accuracy in records and helping us achieve our objectives through strong financial management.

Main Duties

- Keep precise and current financial records.
- Handle invoices, payments, and receipts according to company controls and procedures.
- Help prepare monthly, quarterly, and yearly management accounts and financial reports.
- Support the annual budgeting process and contribute to financial forecasting.
- Compile and present clear financial reports to the Board, pointing out important trends, risks, and prospects.

- Communicate with external auditors, suppliers, and other relevant parties as needed.
- Ensure compliance with financial regulations and requirements within the charity and housing sectors.
- Provide timely, clear financial information to colleagues and managers to aid decision-making.

Candidate Profile

- AAT qualified or pursuing a recognized finance qualification, or possess equivalent experience.
- Relevant experience in finance, preferably within housing, charity, or the public sector.
- Meticulous attention to detail and accuracy.
- Familiarity with accounting software (such as Sage or Xero) and Microsoft Excel.
- Ability to work independently and as part of a small team.
- Excellent organisational and time management skills.
- Alignment with the values and mission of Sahara Housing Association.

Staff Benefits

- Competitive pay and benefits.
- Generous annual leave.
- Pension plan.
- Access to professional development and training.
- Welcoming, inclusive, and supportive work environment.

Application Process

Please forward your CV and a cover letter explaining your suitability for the role to enquiries@saharahousing.org. For informal inquiries about the position, call 0121 661 5050.