

<b>JOB DESCRIPTION:</b>	<b>REVENUE ACCOUNTANT</b>
<b>LOCATION:</b>	<b>DUBLIN CITY CENTRE OFFICE</b>
<b>CONTRACT:</b>	<b>PERMANENT – 37 HOURS PER WEEK</b>
<b>RESPONSIBLE TO:</b>	<b>SENIOR FINANCE OPERATIONS CO-ORDINATOR</b>
<b>REPORTING TO :</b>	<b>SENIOR FINANCE OPERATIONS CO-ORDINATOR</b>
<b>SALARY:</b>	<b>€38,603 to €55,164 ( SP 26 – SP38)</b>

#### **JOB SUMMARY:**

As part of the Finance team in Tuath Housing the position will be responsible for all income from local authorities and other sources excluding tenant rent and reclaimed costs from acquisitions, management and maintenance allowances and recharges. The position will control payments to landlords of leased properties (NAMA & private landlords), including renewals.

Your role will be to assist the Finance Manager/ Senior Finance Operations Co-ordinator and team in providing support to a busy team.

The post requires excellent accounting and organisational skills, IT skills, a dedication to detail and a willingness to adapt to ever changing conditions and pressures.

#### **KEY RESPONSIBILITIES:**

1. Reporting directly to the Senior Finance Operations Co-Ordinator, preparing month end/ad-hoc / Year end reports in relation to all Revenue received from 26 Local Authorities and other sources (excluding tenant rent).
2. Dealing with the Development department in relation to historical as well as future Revenue agreements with Local Authorities in relation to properties owned and leased by Tuath Housing Association
3. Controlling payments to landlords of leased properties (NAMA & private landlords).
4. Liaising with Local Authorities and Department of Housing and other funders

5. Assisting with correspondence efficiently and promptly deal with enquiries and immediately advise Finance Department of any issue which requires attention.
6. Assisting with update and maintenance of the database on all Revenue information as and when notified via correspondence.
7. Working individually and as part of the Finance function to maximise Revenue collection and control arrears, by phone, letters, emails where appropriate.
8. Ad– Hoc reports as requested by Finance Manager or Finance Director
9. Performing Revenue (Rent) reviews in a timely and accurate manner when current agreements with local authorities expire
10. Performing Reviews of property acquisition expenses (e.g. Legal, valuation, survey expenses) to ensure maximum reclaims and liaising with other departments

### **General**

1. To contribute to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
2. Help administer and maintain an efficient Development Team service at all times in support of both the Development Director & the Development Manager.
3. To participate on forums/working groups/committees as required.
4. To conduct all activities in a manner which is safe to yourself and others.
5. To be aware and act in accordance with Tuath's Health and Safety Policy.
6. Complete reports/ submissions for Tuath's Board meetings.
7. To undertake any training courses deemed necessary for your role if it evolves.
8. To undertake any other duties as required.

**This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.**

