



StCHRISTOPHER'S
**CREATING BRIGHTER
FUTURES**

Rent & Sales Ledger Accountant

Candidate Pack

RB29902 | £31,000 - £36,000 pa



*Recruitment led by retained search agents, **Robertson Bell***



Introduction

St. Christopher's Fellowship is partnering exclusively with Roberson Bell to recruit a **Rent & Sales Ledger Accountant** on a permanent, full-time basis.

The Organisation

Founded in 1870 to create brighter futures for children and young people, they work across the UK and Isle of Man providing children's homes, supported housing, fostering and specialist support services, all designed for young people in care, on the edge of care, or leaving care. St. Christopher's works alongside young people to support their development, grow their confidence and reach their full potential.



Their work is shaped by the 'Head, Heart, Hands' principles of social pedagogy. The **Head** represents the evidence-base behind their practice; **Heart** is for the meaningful relationships they forge with young people; and the **Hands** symbolise how they equip young people for real life by empowering them to make decisions.

The Vision, Mission & Values

St Christopher's **vision** is for every child and young person to be safe, loved & happy, to achieve their potential and have a bright future.

Their **mission** is to create brighter futures for children and young people. They do this by providing fostering, residential and support services where children and young people can feel safe and cared for. They support them to make positive relationships which give them the confidence to succeed.

Their **values** include:

Caring	We care about children, young people and our staff. We know that trusting relationships transform lives, and our staff and carers work to promote positive relationships with children, young people, and their families and friends.
Respectful	We are respectful of every individual, and value the strengths in everyone. Our approach is founded on a commitment to individual human rights. We value our teams for what they bring and the way they support children and young people to be who they want to be.
Professional	We are professional and committed to reflection and continuous learning. We have high standards, and we learn and improve by reflecting together.



Flexible

We are **flexible** and agile so that we can be fit for the future. We do everything we can to respond to the individual and changing needs of the children and young people we look after, and to respond to what each of our commissioners want us to deliver.

Honest

We are **honest** about what we can do, and optimistic about the future. We don't promise what we can't deliver, and we strive to achieve more.

Creative

We are **creative**, and passionate about positive change. The best insights into how to create change come when we listen to children and young people. We are innovative, push boundaries, and use data and evidence to continually improve.



Job Description

Department	Finance		
Title	Rent & Sales Ledger Accountant		
Grade	CS4	Contract Type	Permanent
Reports to	Finance Manager		
Location / Base	Remote with periodic requirement to work at Putney office; or office-based in Putney		
Salary	£31,000 - £36,000 pa		



Job Purpose:

To oversee rent & sales ledgers including invoicing, receipting and credit control.

Key Areas of Responsibility:

1. Finance systems, policies and procedures

- 1.1 To support implementation of finance systems, policies & procedures – particularly those related to rent & sales ledger.

2. Finance team

- 2.1 To actively engage & work collaboratively with the finance team and wider organisation, contributing to ideas, constructive mutual feedback and positive team morale.
- 2.2 Demonstrate St Christopher's core values in working practice

3 Fraud and risk

- 3.1 To identify and mitigate potential fraud and risk, particularly relating to sales & rent ledgers.

4 Sales and receipts

- 4.1 To produce regular monthly sales invoices based upon contracts and occupancy information.
- 4.2 To post and allocate sales receipts to the sales ledger on a weekly basis.
- 4.3 To invoice for rechargeable costs to St Christopher's in a timely manner.
- 4.4 To prepare a monthly Aged Debtors analysis, and follow up on outstanding monies due.
- 4.5 To liaise with customers to resolve matters arising, and maintain accuracy of customer details.
- 4.6 To review weekly Aged Debtors and action appropriate credit control to keep aged debt within 30 days.

5 Rent

- 5.1 Review weekly movement sheets and update & process invoices
- 5.2 Update and distribute weekly tenant statements
- 5.3 Work with home managers to manage rent arrears and resolve any rent or income related queries
- 5.4 Record, file & distribute Housing Benefit Notifications and schedules
- 5.5 Account for Housing Benefit Overpayments appropriately
- 5.6 Refund placing authorities for duplicate payments
- 5.7 Monthly Rent Bank Account Reconciliation

6 Bank and petty cash

- 6.1 To carry out regular bankings of cheques received.
- 6.2 Post Rent account transactions weekly
- 6.3 Monthly Rent Bank Account Reconciliation

7 Adaptive planning and reporting

- 7.1 To reconcile sales ledger to sales ledger control account each month.
- 7.2 To reconcile rent ledger to rent control account each month.

8 Empowerment of non-finance

- 8.1 To act as first point of contact for sales and rent ledgers resolving queries and developing non-finance staff as required.

9 External reporting and compliance

- 9.1 To provide information requested by auditors and answer any queries.

General:

- 1. To be aware of and adhere to St Christopher's Health and Safety policy at all times.



2. To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
3. To be aware of and adhere to all relevant financial procedures and report any discrepancies to your manager immediately.
4. To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
5. To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme.
6. To keep abreast of good practice and attend relevant training in order to develop own skills, knowledge and experience, in accordance with a personal development plan.
7. To ensure that all the work undertaken by yourself is conducted to the highest professional standards and lead by example.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.

Person Specification:

The following are objective criteria, essential for the performance of the role, which will be used to shortlist candidates for interview.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	AAT Level 3	Working towards/achieved AAT Level 4
EXPERIENCE & KNOWLEDGE	Strong systems & IT skills, including accounting packages and intermediate Excel	Access Workspace / Access Dimensions experience
	2+ years in a related role	Social Housing Sector experience
SKILLS & ABILITIES	Ability to plan and organise to meet deadlines	
	Methodical approach with attention to detail	
	Problem solving abilities and drive to take ownership of work	
	Collaborative team player, contributing to positive morale	
	Commitment to continuous learning and development	
	Willingness to contribute ideas to continuously improving processes	
	Professional written and verbal communication skills	
	Proactive & able to work independently	



Commitment to Equal Opportunities

St Christopher's are an equal-opportunity employer keen to develop an inclusive workforce where people feel they belong. They hope to attract applications from under-represented groups, including people from different cultures, nationalities, socioeconomic backgrounds, ages, disabilities, religions, faith, sex, orientation, childcare responsibilities, and gender-diverse identities.

“I found St Christopher's to be inclusive and welcoming”

Benefits:

- Competitive salaries that are benchmarked against the sector and annually reviewed by our teams.
- Annual salary review based on performance.
- A friendly working environment, a fun, open and honest culture.
- 25 days holiday rising to 27 days after 3 years' service, plus Bank Holidays.
- Industry leading training programmes and career development opportunities including access to empowerment, mental health and social pedagogy.
- Contributory pension scheme, enhanced maternity and company sick scheme.
- BUPA employee assistance programme, offering counselling, financial advice and legal support.
- Interest-free season ticket loan, cycle to work scheme.
- Discount shopping scheme at hundreds of retailers across the UK.
- Discretionary funded training programs.
- Employee awards based on performance and length of service.
- Fantastic opportunities to develop your career within our range of services.



The Application Process

Please find out more and apply by visiting our dedicated microsite online [here](#), in line with the timescales below.

Applications will be under continuous review before the closing date, so please submit your CV ASAP to avoid disappointment!

<i>Application Closing Date</i>	Wednesday 6th September
<i>Interviews</i>	Friday 15th September

For further information contact Emma Fuller at emmafuller@robertsonbell.co.uk or 0203 824 7100.