

Kingston Role Profile

Title: Accounts Assistant

Reporting to: Client Finance Team Leader / Company Accountant

Date: July 2026

Purpose

Reporting to the Management Accountant / Company Accountant, you will contribute to the efficient running of the Kingston finance team, carrying out a variety of finance and administrative tasks to give practical support to the property management and company function.

Accountabilities

Operational

- Accounts payable duties including BACS payments to suppliers/clients
- Cash allocation & daily banking
- Processing purchase invoices
- Weekly bank reconciliations
- Assisting with lettings/sales and service charge routines
- Processing Direct Debit collections
- General queries from clients/suppliers/tenants
- Liaising with operational functions and other teams
- With training, utilise information technology resources
- Continuously review existing routines and procedures, suggesting improvements to your line manager
- Examine ways of improving the current services provided to both internal and external customers.
- Ad-hoc duties as required.

We will expect you to:

- Take advantage of learning and development opportunities enhancing your knowledge, skills & aptitude.
- Take on additional responsibilities following performance and progression reviews.
- Contribute to and participate in adopting a process of continual improvement in all aspects of work.

Strategic

- Take ownership of matters relating to areas of responsibility and contribute to the development of quality service standards across all of Kingston's services.

Corporate

- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.
- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and carrying out suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking "ownership" of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

Skills & Experience

Essential criteria:

Educated to GCSE standard including English and Maths at a minimum Grade C

Sound experience of financial management systems

Experience of providing financial services within a customer focused environment

Ability to work to a high level of accuracy

Excellent organisational and administrative skills

Ability to work to tight deadlines

A working knowledge of financial procedures

A sound understanding of modern accounting procedures and techniques.

Desirable criteria:

AAT qualification (or equivalent) with experience working in an accounting environment

Recent experience of working in finance within the social housing sector or Property Management

I.T. skills including word processing and spreadsheets

Ability to promote and deliver outstanding customer service

A working knowledge of Direct Debits

A working knowledge of Reapit and SUN software

Knowledge of a similar type and size organisation

Signed by Post holder..... Date

Signed by Manager Date

Values	
Value	Expectation
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.

