

# Income and Reconciliation Administrator

Reports to: Income and Reconciliation Manager

The part I play at Flagship Group to help solve the housing crisis is:

To process rental and other income for the Flagship Group in an accurate and timely manner. I ensure high quality data is collected and recorded in accordance with business requirements by utilising the housing management and financial systems.

I work closely with my team to ensure all income and reconciliation processes are performed on a daily and month-end basis with a focus on accuracy and timekeeping so that we can continue to deliver outstanding customer service.

## My skills and experience include:

Experience working within a finance team, knowledge of control account bank reconciliation and using journals and other systems to import into financial systems. I am confident in MS Office, especially in using Excel, and I also have great time management skills enabling me to meet strict deadlines. I am flexible in my approach and happy to work as part of a team.

**The required qualifications for my role are:** to be educated to GCSE Maths and English at Grade C/4 or above.

## The skills I will develop include:

Working with and understanding the inhouse CX housing database, Sun accounting system and ADRA match reconciliation system. I will also learn how to use Q&A reports for information and journal creation.



## Flagship Group Values:

