



Working at Coin Street

Job pack

Creating an inspirational neighbourhood

Some use our nursery, our sports pitches or have attended conferences in our neighbourhood centre. Others live or work on our South Bank site. But most of the thousands of people who pass through the Coin Street site every day don't even know we exist.

That's a shame. Because our story matters.

It's a story about inclusiveness and diversity. About culture, community, and commercial success. About how we work together to create an inspirational neighbourhood - today, tomorrow, and forever.



BE PART OF IT

What we do

We provide the opportunities and spaces for people to lead their own change. Our activities are wide and far reaching. From giving families and children the best start in life through our childcare and family support, to creating and maintaining high quality live, work and play spaces on land which we own.

We promote enterprise, creativity and lifelong learning whether that's through providing employment, volunteering opportunities, nurturing enterprise or delivering programmes and activities.

We provide housing that supports our community; we champion co-operative housing and influence local and national housing policy. From sports and dance to healthy eating and gardening, we offer a range of facilities and activities accessible to everyone to support health and wellbeing in our community.

We are conscious that our neighbourhood is a small part of a global community and that we all need to work together to tackle the challenges faced by the earth and all who live on it.



JOB DESCRIPTION

ROLE:	ACCOUNTS ASSISTANT – CREDIT CONTROL
Reports to:	Group Management Accountant
Contract details:	35 hours per week, Full Time
Salary range:	£27,000 per annum

ROLE SUMMARY

To raise all invoices accurately and on time and manage the full debt collection processes, ensuring a healthy cash flow position whilst maintaining a continuing relationship with customers. To ensure all allocations are up to date and accurate to ensure reliable ageing.

TEAM OVERVIEW

This role sits within a finance team of five team members providing support to an organisation of around 80 staff. The finance team provides financial control and support across all three entities of Coin Street (Coin Street Community Builders, Coin Street Centre Trust and Coin Street Secondary).

KEY ACCOUNTABILITIES

1. Raising tenant invoices in a timely manner and in accordance with the memos.
2. Raising of manual invoices where required and reviewing backup documentation provided.
3. Reconciling data from nursery system and uploading into Xledger.
4. Collection of Commercial, tenant, nursery and other debt according to credit terms.
5. Reconciliation of nursery funding received from council.
6. Ensuring that Coin Street credit control procedures are followed at all times.
7. Reconciliation of sales ledgers and control accounts on a monthly basis to verify the accuracy of transactional interfaces.
8. Provision of weekly financial information to the commercial team to ensure they are aware of any non-payment by tenants and clients.

9. Prepare, on a monthly basis, management information on debtor balances, ageing and bad debt provisions for inclusion in the CSCB monthly management accounts pack.
10. Daily banking of cash and cheque receipts to ensure that cash is not kept on the premises and is accounted for at all times.
11. Management of petty cash process.
12. Meeting or exceeding monthly collection targets.
13. Escalation, when necessary, to maintain good cash management for all companies within the Coin Street Group.
14. To verify and process for payment all commercial tenant, conference client and nursery deposits when due.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality, and Inclusion policy

To comply with Coin Street's Health & Safety policies

To comply with Coin Street's Safeguarding policies

To comply with Coin Street's IT policies and procedures

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do and do the best job I can.*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

1. Significant credit control experience
2. Experience of computerized accounting systems, proficiency in MS Excel
3. Understanding of basic accounting concepts, processes and controls
4. Process approximately 200 invoices per month across 3 companies

SKILLS & ABILITIES

5. A personal commitment to and enthusiasm for Coin Street's purpose and values
6. Excellent interpersonal skills and the ability to establish and sustain positive relationships
7. Excellent communication skills, both verbal and written
8. Ability to manage own workload and meeting multiple deadlines
9. Excellent attention to detail
10. Highly organised able to work under pressure to deadlines and to prioritise own workload
11. Self-motivated with the ability to work within a team as well as on own initiative
12. Flexible approach and commitment to achieving results
13. Confident personality with a proactive approach
14. Willingness to undertake repetitive tasks

What we can offer you (the highlights)

REWARD AND PROTECTION

Annual Holiday

27 days leave per year excluding bank holidays.

Pension Scheme

Coin Street will contribute 5% to your pension if you contribute at least 3%.

Life Assurance

Death in service (3 x salary) and Income Protection.

Company Sick Pay

8 weeks at full pay and 5 weeks at 50%. Offered after 6 months and increases after 5 years

Flexible working

Where we are able to, flexible working and hybrid working location

Staff Socials and Inset Days

Staff information and team building days, plus plenty of social opportunities

Training & Development

A commitment to training & development for all staff with regular progress & support reviews with your manager.

Wellbeing

Mental wellbeing - webinars, courses, meditations, therapy session. Free gym membership at Colombo Centre.

Staff Discounts

Discounts available from wide range of retailers and service providers for shopping, dining, experiences, car maintenance, study, etc.

Nursery Discount

15% discount on nursery fees for nursery staff whose children are enrolled in Coin Street Nursery.

LIFESTYLE

