



Creating great homes together

Role Profile

Position

Controls and Costing Supervisor

Reporting to

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- You'll be part of a team that supports housing officers to makes a difference to people's lives and their communities.
- Directly influencing and shaping the Finance system processes at Magna.
- Work in a friendly and supportive team.
- Home working with some face-to-face training.
- Flexible working hours & Pension.
- Training & development opportunities, including involvement with projects
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Leading accurate DD calculations.
- Being an expert in both service charges and how income system processes work effectively.
- Going that extra mile to support colleagues with income queries.
- Efficient processing of income receipts.
- A good attention to detail and accurate processing.
- Being able to work to deadlines and under own initiative.
- Ensuring work is accurate and setting yourself high standards.
- Delivering timely and accurate VAT returns for the Group.

What you take care of

- Lead the accurate accounting for service charges, via actual and estimate process, ensuring sinking funds are adequate to deliver future services.
- Service charge contact point for new developments and consultations.
- Control account reconciliations and bad debt provision calculations.
- Posting all income receipts, transfers, refunds and other rent adjustments also ensuring suspense accounts are clear.
- Supervise, guide and train the Finance Assistant (Income) to ensure accurate processing of all income streams.
- Support the generation of over £40m of Income budgets.
- Leading accurate DD calculations following the annual rent review process.
- Apply rent charges to all customer accounts.
- VAT returns.

What you need to be successful

- Good knowledge of Service Charges and VAT.
- Strong analytical and costing skills.
- Experience of dealing with customers, colleagues and external auditors.
- Experience of Office 365, including Advanced Excel.
- Working independently and able to manage your workload.
- Curious about system process improvement.
- Ability to deal with high volumes of data.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- AAT qualified or 3 years' experience.
- Equivalent of 5 GCSE's grade C or above to include Maths & English.