Rents Data Assurance Analyst

Notting Hill Genesis

Working better together for our residents

What's it all about

As a Rents Data Assurance Analyst, you will play a critical hands-on role in ensuring the integrity of rents-related financial data. This includes reconciling transactions between NEC (housing management system) and SUN (financial ledger system), validating the accuracy of arrears, bad debt provisioning and related balance sheet entries. You will work closely with Finance and Housing Systems teams to investigate discrepancies, resolve historic mismatches and support accurate financial reporting.

How you'll make a difference

You will strengthen confidence in financial reporting by ensuring that rents, arrears and related transactions are accurately reflected in the general ledger. Your work will directly support audit readiness and the successful transition to SUN, helping to clear legacy issues and establish robust reconciliation practices

How you'll do it

- Reconcile rents, arrears, bad debt provisioning, and related creditor/debtor balances primarily in SUN.
- Investigate and resolve discrepancies between NEC and the general ledger, including historic mismatches.
- Validate the accuracy of P&L and balance sheet entries related to housing income.
- Collaborate with Finance and Housing Systems teams to understand data flows and root causes of variances.
- Produce clear documentation and reporting on reconciliation outcomes and risks..
- Maintain accurate data, managing large complex data sets on excel and in-house systems

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail.

Essential knowledge, experience and skills including qualifications and professional membership

- CCAB-qualified or part-qualified accountant (or equivalent experience) with strong technical accounting knowledge.
- Proven experience in financial reconciliations and data assurance within complex organisations.
- Strong Excel skills; experience with SUN essential, NEC familiarity desirable.
- Ability to analyse large data sets, identify anomalies, and propose practical solutions.
- Excellent communication skills to work collaboratively with Finance and Housing teams.
- Strong attention to detail and ability to work independently to tight deadlines.
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour.