

Yorkshire Housing Role Profile

Job title:	Processing Compliance Officer	Leader of others:	No
Reports to:	Finance Transformation Lead	Contract type:	Agile Homeworking
Business area:	Finance	Car allowance:	No
Budget holder:	No	DBS required:	Yes

9

Job purpose
<p>As a Processing Compliance Officer, you will play a critical role in maintaining financial data integrity, ensuring compliance with regulatory standards, and supporting both transformation initiatives and ongoing finance operations. You will assist with system improvements, focusing on data management, data governance, financial compliance, process optimisation, and reporting</p>

Key responsibilities
<ul style="list-style-type: none"> • Support financial data management, compliance, and governance to ensure regulatory adherence. • Maintain data accuracy, consistency, and integrity across financial systems and reporting. • Assist in the configuration and refinement of financial data structures to align with business needs. • Conduct data analysis, cleansing, and validation to improve financial reporting and decision-making. • Work closely with stakeholders to document and implement financial controls and compliance measures. • Support testing and validation of finance systems functionality during transformation initiatives. • Identify and resolve financial data discrepancies, ensuring compliance with internal policies and regulations. • Provide training and support to finance team members on best practices in data management and compliance. • Assist in generating reports and insights to support financial operations and strategic decision-making. • Stay up to date with relevant financial regulations and ensure ongoing compliance post-implementation.

What you'll bring to the role
<p>The main things:</p> <ul style="list-style-type: none"> • Strong understanding of finance systems, data management, and compliance requirements. • Experience working with financial data, including data extraction, cleansing, and analysis. • Excellent problem-solving skills and attention to detail to identify and resolve data inconsistencies. • Ability to work collaboratively with cross-functional teams and stakeholders. • Strong communication skills, with the ability to explain technical concepts to non-technical users. • Experience in process improvement, financial compliance, and data governance. • Knowledge of financial regulations and best practices in data governance and compliance.

- Proficiency in Microsoft Excel and other data analysis tools.
- A proactive and adaptable approach to working in both transformation projects and business-as-usual finance functions.
- Eagerness to develop own skills and adapt to change.
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.

It would be a bonus if you have:

- Previous experience working in Finance or a Finance related role
- Experience of working in the regulated social housing sector
- AAT qualified and/or working towards a professional accounting qualification (e.g. Certified or Chartered Accountant)
- Experience of using Open Accounts, Orchard and GPF

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say

Be curious • Think differently • Ask questions • Keep learning

Make it happen • Own it • Do it • Be empowered

Achieve impact • Do things that matter • Deliver results • Show pride and passion

Have fun • Enjoy work • Be yourself • Stay connected

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

Date Role Profile last reviewed:

February 2025