Pratekk Arvinnd Dekaate

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PROFILE

Housing finance professional with over four years in local government and housing association finance, working day to day with rents, service charges, housing payments and reconciliations. At the Royal Borough of Kingston upon Thames I handle all of the council's housing accommodation payments, between £3.5 million and £4.5 million a month, carry out rent checks for the Private Sector Leasing scheme and complete the monthly and quarterly reconciliations behind them. Before that I managed rent and service charge accounts at Sanctuary Housing.

I hold an MSc in Financial and Business Management (Merit). I am the NEC housing system champion for my team, I write financial reports for managers who are not finance specialists, and I am building an automated invoice check to make our process faster and more accurate. I now want to bring that housing and data background into HRA rent and service charge analysis.

KEY SKILLS

Rents and service charges

Rent and service charge accounts, PSL rent checks, arrears and income analysis, housing benefit and Universal Credit income

Reconciliations and controls

Monthly and quarterly reconciliations, investigating unmatched and discrepant balances, audit working papers, financial governance and compliance

Financial analysis and reporting

Monitoring reports, cost and payment analysis, financial modelling, forecasting support, clear briefings for budget holders and managers

Systems and data

NEC housing management system (team champion), Business World (Unit4), SAP FI, Microsoft Excel and Office, Google Workspace and Apps Script

Process improvement

Supplier due diligence process, automated invoice verification, continuous improvement of financial systems and processes

People

Supervised a team of 7 to 9 analysts, supporting colleagues on system and data queries, working with service managers and partner agencies

PROFESSIONAL EXPERIENCE

Accommodation Payments Officer, Housing Supply Team

Sep 2023 – Present

Royal Borough of Kingston upon Thames

- Process all of the council's housing accommodation payments and invoicing across temporary accommodation and private sector leasing, between £3.5 million and £4.5 million a month.
- Carry out rent checks for the Private Sector Leasing (PSL) scheme, making sure rents paid match the lease terms and the records held in NEC.
- Complete monthly and quarterly reconciliations between NEC, Business World and our accommodation tracker, investigate discrepancies and correct them so income and spend are not lost.
- Keep clear working papers ready for internal and external audit and follow council financial regulations and controls.

- Check landlord and supplier invoices against bookings, occupancy and agreed rates, and hold anything that does not match until it is resolved.
- Onboard new housing suppliers, carry out due diligence before any payment is made and keep supplier compliance records up to date.
- NEC system champion for the Housing team: colleagues come to me with system and data questions, which keeps records consistent and data accurate.
- Write monitoring reports and briefings for managers on payments, arrears and recovery, explaining the numbers in plain terms so they can make decisions.
- Work with welfare benefit income, including Universal Credit and Housing Benefit, as part of housing payments.
- Recovered unused public funds through account analysis and reallocated them in line with council policy.
- Building an automated invoice verification tool in Google Sheets, Apps Script and AI that cross-checks invoices against NEC and the accommodation tracker, to cut manual checking and flag errors earlier.

Customer Service Advisor, Income Services Jun 2022 – Sep 2023
Sanctuary Housing

- Managed tenant rent and service charge accounts, spotting arrears early and agreeing affordable repayment plans.
- Investigated and corrected account discrepancies so balances were accurate for audit and performance reporting.
- Worked with Universal Credit and Housing Benefit income and with support workers and partner agencies on complex cases.

Project Worker May 2021 – Jun 2022
Sanctuary Supported Living, Epsom

- Carried out financial and needs assessments for residents and kept confidential records in line with safeguarding and data protection rules.

Valuation Analyst / Industrial Valuation Engineer Jan 2019 – Jun 2021
Sharada Entrepreneurs Pvt Ltd, Pune

- Built valuations and financial models, analysing asset and company data against statutory and regulatory standards.
- Supervised a team of 7 to 9 analysts: allocated work, reviewed quality and monitored performance against deadlines.

EDUCATION AND PROFESSIONAL DEVELOPMENT

MSc Financial and Business Management (Merit) Sep 2020 – Jun 2022
Kingston University, London

Dissertation: How automobile manufacturing companies manage their earnings by using the revaluation technique, an analysis of financial statements and accounting choices.

BEng Mechanical Engineering

Continuing professional development: Budgeting and management accounts; Accounting for liabilities; Cash flow forecasting; SAP Financial Accounting.

ADDITIONAL INFORMATION

Systems: NEC, Business World (Unit4), SAP FI, CareFirst, Microsoft Excel and Office, Google Workspace.

References: Available on request.