



Golden Lane Housing



# Job vacancy

## Finance Assistant - Corporate Finance

Would you like to work for an organisation that has been providing homes for people with a learning disability and autistic people for the last 25 years and is rated V2 G1 from the Regulator of Social Housing?

Do you have the drive to make a difference and work for an organisation which makes a real difference to the lives of people with a learning disability and autistic people?


Do you want to be a part of a team which offers exciting and challenging opportunities to develop your finance skills and experience?

If the answers are yes, then this could be the role for you.

**£29,836**

**Hybrid Work /Manchester Office  
Full Time Position (35 hours)**

### Golden Lane Housing

 0300 003 7007  
Golden Lane Housing  
Parkway Four  
ParkwayBusinessCentre  
Princess Road  
Manchester  
M14 7HR

**We encourage interested applicants to submit their applications before the 13th December 2024. However please note we reserve the right to close earlier than the date advertised**

Contact us at:



[people@glh.org.uk](mailto:people@glh.org.uk)



For more information please visit:

[www.glh.org.uk](http://www.glh.org.uk)



We are proud of our commitment to being Disability Confident and welcome applicants with disabilities to apply for all roles with us. To find out more about the scheme please visit the direct gov website.



# Job advert



Golden Lane Housing

We believe in a world where everyone with a learning disability and autistic people have opportunities to access good quality housing that meets their needs, and we want to continue to make an immense impact on the lives of our tenants. Our impressive national portfolio currently provides homes to over 2,500 people and we have big plans to do more as part of our brilliant growth trajectory.

Our people are at the forefront of delivering our ambitious plans and you will play a key role in helping us achieve our objectives to make a positive difference to the lives of so many people.

We are focused on creating a workplace that's inclusive and diverse, we pride ourselves on being a caring, listening, honest organisation, where everyone can be their best and that's why we're a Mental Health Gold champion, a member of Includability and Disability Confident employer.

As an equal opportunities' employer, we strongly uphold the commitment to treating everyone with fairness and respect and therefore encourage suitably qualified applicants from a wide range of backgrounds to apply.

The Finance Assistant will be AAT qualified or equivalent and will support the Management Accountant in all aspects of the monthly budget monitoring process and preparation of the monthly budget reports. The Finance Assistant will have good excel skills and experience of financial accounting systems. Be a self-motivated individual who delivers results to tight deadlines. Experience of the social housing finance and/or specialist supported housing is desirable, but not essential to the role.

Applicants should be able to demonstrate experience of analysing financial data, have a good understanding of financial controls, reconciliations and variance analysis. They should also be able to interpret financial information and communicate this to the wider business to assist Golden Lane Housing managing their budgets.

The Finance Assistant will be responsible for contributing to the Management Accounts and on a monthly basis processing accruals and prepayments. The role will also require the reconciliation and management of Council Tax liability for GLH.

**Golden Lane  
Housing**



For more information please visit:  
[www.glh.org.uk](http://www.glh.org.uk)





# Job advert



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To be considered for this role we expect that applicants will have the following;

- AAT qualified or equivalent
- Part Qualified of a recognised UK Accounting body, For example ACCA, CIMA or equivalent or working towards.
- Finance Experience in particular budget support.
- Experience in working in Finance Section.
- Experience of Reconciliations, processing accruals and prepayments.
- Ability to collate and analyse information from a wide variety of sources
- Knowledge and practical experience of using IT as analytical and management tools.
- Capable of delivering results to tight deadlines and under pressure and maintaining accuracy.
- Able to communicate effectively and build effective working relationships with customers, both internal and external, and other stakeholders, and having confidence to challenge others and senior management and able to interact effectively with different people.
- Knowledge and experience of financial accounting systems. For example, Unit 4
- Ability to work reliably and be self-motivated and be able to adapt and respond to change
- An understanding and experience of working for the 'Not for Profit' Sector and/or Housing Provider in the Social Housing Sector.
- Knowledge of or willingness to learn more about learning disability and autism.
- Understanding of and willingness to promote EDI in employment and service delivery.
- The post holder may be required to work outside normal office hours on occasion.

Please note that we are not able to offer visa sponsorship for this position. Only applicants who have the legal right to work in the United Kingdom without sponsorship will be considered.

To apply, please send a CV and covering letter outlining your experience, knowledge and skills relevant to the role, tell us a story about yourself and how you feel that you can meet the requirements of the role.

 [people@glh.org.uk](mailto:people@glh.org.uk)

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