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| --- | --- |
| **Job title:** | **Finance Assistant – Corporate Finance** |
| **Reports to:** | **Management Accountant** |
| **Perm or contract:** | **Permanent** |
| **Full-time or part-time:** | **Full-time** |
| **Location:** | **Manchester/Hybrid** |

**About Golden Lane Housing Limited**

Golden Lane Housing Limited is a Community Benefit Society who works with people with a learning disability to provide supported housing around which they can build their lives and to help tackle the immense challenges that people with a learning disability face in finding a home.

**Our vision**: Our vision is a world where everyone with a learning disability has opportunities to access good quality housing that meets their needs.

**Our values:**

* **Caring:** we support our tenants and colleagues and help them to achieve goals.
* **Listening:** we involve tenants in the review and design of housing services.
* **Honesty:** we build trust with tenants and families with fairness.
* **Reliable:** we are dependable and trusted to keep our standards and commitments.
* **Creative:** we work together in many different ways for great results

**About the role**

The Finance Assistant – Corporate Finance (Finance Assistant) will support the Management Accountant and be central to the smooth delivery of the Finance function, ensuring strong financial controls and accurate and timely financial reporting.

The Finance Assistant will support the Business Partnering service in relation to Budget support across the organisation. The Finance Assistant will support budget holders by attending monthly budget meetings and providing budget information to assist in strong explanations of any variances and the setting of future budgets. There is a requirement to support the production of the management accounts.

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

**Responsibilities – Finance Assistant – Corporate Finance will be:**

* Responsible for monthly budget meetings and providing budget holders with financial information to assist in decision making.
* Assisting in the production of the management accounts.
* Processing Accruals and Prepayments and monthly reconciliation of allocated Statement of Financial Position accounts.
* Responsible for the management of Council Tax and ensuring accurate and timely payment.
* Assist in reconciliation work in relation to key partners for ensuring correct payment.
* Occasionally rotating across the Finance Team depending on pressure points within the Team.
* Support the Management Accountant as and when required, with other aspects that fall within the remit of the Finance Team.

| **Candidate Requirements** | **Essential** | **Desirable** | **Method of Assessment (Key Below)** |
| --- | --- | --- | --- |
| AAT qualified or equivalent | ü |  | CQ |
| Part Qualified of a recognised UK Accounting body, for example ACCA, CIMA or equivalent or working towards. |  | ü | CQ |
| Finance Experience in particular budget support. | ü |  | CC/I |
| Experience in working in Finance Section. | ü |  | CC/I |
| Experience of Reconciliations, processing accruals and prepayments. | ü |  | CC/I |
| Ability to collate and analyse information from a wide variety of sources | ü |  | CC/I |
| Knowledge and practical experience of using IT as analytical and management tools. | ü |  | CC/I |
| Capable of delivering results to tight deadlines and under pressure and maintaining accuracy. | ü |  | CC/I |
| 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. | ü |  | CC/I |
| Knowledge and experience of financial accounting systems. For example, Unit 4 |  | ü | CC/I |
| Ability to work reliably and be self-motivated and be able to adapt and respond to change | ü |  | CC/I |
| An understanding and experience of working for the ‘Not for Profit’ Sector and/or Housing Provider in the Social Housing Sector. |  | ü | CC/I |
| Knowledge of or willingness to learn more about learning disability and autism. | ü |  | CC/I |
| Understanding of and willingness to promote EDI in employment and service delivery. | ü |  | CC/I |
| The post holder may require working outside normal office hours on occasion. | ü |  | I |

**Key.**

CC – CV and Covering Letter

I – Interview

CQ – Certificate of Qualification