



## **Job specification: Finance Assistant – Business Partner**

**Job title:** Finance Assistant – Business Partner

**Responsible to:** Management Accountant

**Purpose:**

The Finance Assistant - Business Partner will be responsible for supporting the Business Partnering service to budget holders, and for supporting the Finance Team by producing information for budget meetings. This will involve attending monthly budget meetings, supplying relevant financial information, and assisting budget holders in explaining variances and setting future budgets. The role also involves contributing to the production of management accounts, by ensuring accuracy of the financial performance and supporting with the narrative for the variances.

The Finance Assistant – Business Partner will report to the Management Accountant and will play a key role in ensuring the smooth operation of the month end close process. This includes maintaining strong financial controls and supporting accurate and timely financial reporting. This role will also support the Head of Corporate Finance, collating information related to KPI across the business.

**Location:** The Golden Lane Housing Head Office in Manchester, with a hybrid arrangement requiring at least one day per week in the office.

Area of role and description	Performance expectations
<ul style="list-style-type: none"> <li>• Responsible for monthly budget meetings and providing budget holders with financial information to assist in decision making.</li> <li>• Set up of monthly templates for the Management Accounts reporting.</li> <li>• Support the Management Accountant in the annual budget process.</li> <li>• Assisting in the production of the management accounts reporting on variances for monthly reporting.</li> <li>• Processing accruals and prepayments and monthly reconciliation of allocated Statement of Financial Position accounts.</li> <li>• Perform analysis of data for reporting for key performance indicators.</li> <li>• Undertake monthly reconciliations for payments of landlord rent providing support to Leases team as required.</li> <li>• Support the Management Accountant as and when required with administrative and financial tasks.</li> <li>• Maintain procedures to support the oversight of the General Ledger.</li> <li>• Support the Finance Team with specific projects as required.</li> <li>• Provide support to the Financial Accountant during year end audit.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve KPIs and performance targets set for the team.</li> <li>• Maintains relationships with budget managers across Golden Lane Housing.</li> <li>• Financial transactions are properly recorded in the finance system.</li> <li>• Works closely with the organisation and Finance Team to streamline processes, reinforce best practices, and maintain compliance with policies, regulations, and strategic objectives.</li> <li>• Enhance the function's reputation through strong team performance, excellent customer service, and efficient resource management.</li> </ul>

## **Personal specification**

### **Essential**

- AAT qualified or equivalent.
- Finance experience in supporting managers with budgets and monthly management accounts.
- Experience of reconciliations, processing accruals and prepayments.
- Ability to collate and analyse information from a wide variety of sources.
- Advanced MS Excel skills 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.
- 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.
- Organisational and time management skills.
- 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.

### **Desirable**

- Part qualified of a recognised UK Accounting body, for example ACCA, CIMA or equivalent and actively working towards completion.