

Finance Assistant - Rents & Service Charge



Office based in Manchester with Hybrid working | £31498|

Closing date is 8th May 2026

However we reserve the right to close before the date.

Experience and qualifications

- AAT qualified, part-qualified, or working towards qualification Understanding of basic accounting principles
- Experience of working with financial data and systems
- Strong Excel and IT skills
- Good organisational and time management skills
- Ability to work to deadlines and manage competing priorities
- Strong communication skills with the ability to engage with a range of stakeholders
- Ability to work both independently and as part of a team
- Customer-focused with the ability to handle sensitive queries
- 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 able to interact effectively with different people.

Benefits

- 27 days annual leave plus bank holidays (increases with service)
- Contributory pension (5% employee / 5% employer)
- Paid volunteering days (3 per year)
- Day off for your birthday

Golden Lane Housing is committed to building a diverse, inclusive and values-led organisation. Our recruitment process is fair and accessible, ensuring equal opportunities for all candidates.

For more information and to apply: www.glh.org.uk/careers