

**Housing Plus Group**  
**Job profile and person specification**

Role title	<b>Accounts Assistant - Part-Time</b>	Date	25/11/2025
Reports to	Group Financial Controller	Version	V1

**Job purpose:**

To support the Group Financial Controller by carrying out the following essential duties:

- Assist the Purchase and Sales ledger team with daily invoice processing and other related admin tasks
- Assist with other financial requests for information ie basic audit requests
- Low-level reconciliations such as supplier statement and balance sheet reconciliations
- Supporting the finance team as a whole with general finance administration duties

<b>Main accountabilities:</b> List in order of priority, the major activities, or functions necessary to achieve the job's end results.			<b>Time (%)</b>
1	Purchase and Sales Ledger <ul style="list-style-type: none"> <li>• Support the Purchase and Sales Ledger team with daily tasks such as processing invoices in the finance systems and preparing them for payment, and to assist with the raising of sales invoices.</li> </ul>		70
2	Other Admin Duties <ul style="list-style-type: none"> <li>• Gather information as requested from the finance systems to support the finance team with audit, budget and period end requirements</li> <li>• Assist with requirements in the team on other systems to support financial functions (Cadre)</li> </ul>		25
3	Reconciliations <ul style="list-style-type: none"> <li>• To be responsible for accurate and timely, department reconciliations (including supporting documentation) as required.</li> </ul>		5

**Financial responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable.

None.

**People responsibility:** Indicate below the number of employees for which the role has supervisory / management responsibility.

		<b>Direct reports</b>	<b>Indirect reports</b>
	<b>Total employees</b>	0	0

Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities:

None.

<b>Knowledge, skills and abilities:</b> Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.		<b>Essential /Desirable</b>
<b>1</b>	<b>Qualifications</b> GCSE A*-C / 4 and above or Functional Skills Level 2 equivalent in Maths and English.	Desirable
<b>2</b>	<b>Relevant Experience</b> Experience and understanding of social housing and construction sector. Experience of a deadline driven environment.	Desirable
	Knowledge of OpenHousing / Active H, Northgate or similar housing management system.	Desirable
<b>3</b>	<b>Skills and Abilities</b> Strong numerical skills with attention to detail and accuracy. Computer skills: general IT skills and excellent working knowledge of Excel (including pivot tables, lookups).	Essential
<b>4</b>	<b>Customer service and quality focus</b> Demonstrable commitment to excellent customer service in all activities and able to identify customer needs and resolve issues. Strong belief in good internal and external customer service. Professional approach to successfully interact with other employees and external customers/suppliers.	Essential
<b>5</b>	<b>Achievement Orientation</b> Delivering results focussed, self-motivated, flexible and enthusiastic.	Essential
<b>6</b>	<b>Thinking Style</b> Demonstrate initiative in developing working practices to be more efficient and effective and to drive through continuous improvement.	Essential
<b>7</b>	<b>Communicating</b> Able to communicate effectively with others, both verbally and in writing. Good at listening to and following instructions.	Essential
<b>8</b>	<b>Planning and Organising</b> The ability to manage time, meet deadlines and prioritise. Understanding of the need for accurate and timely management information.	Essential
<b>9</b>	<b>Personal Motivation and Commitment</b> Seek ways to continuously learn and develop.	Essential.
<b>10</b>	<b>Managing, Leading and Team Working</b> Team worker as well as able to work on own initiative.	Essential
<b>11</b>	<b>Persuasion and Influencing</b> Creative, with ability to develop and implement new ways of working, and proactive and solution oriented.	Essential
<b>12</b>	<b>Equality and diversity</b> Ability to integrate equality policies in to service delivery and employment practices to promote an inclusive approach; respectful of the diversity of employees and the communities where the organisation works.	Essential
<b>13</b>	<b>Special Requirements</b>	

	Demonstrate commitment to Housing Plus group's purpose and values.	Essential
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#### **Further relevant information**