

Housing Plus Group
Job profile and person specification

Role title	Accounts Assistant - Part-Time	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

Main accountabilities: List in order of priority, the major activities, or functions necessary to achieve the job's end results.

		Time (%)
1	Purchase and Sales Ledger <ul style="list-style-type: none"> • 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. 	70
2	Other Admin Duties <ul style="list-style-type: none"> • Gather information as requested from the finance systems to support the finance team with audit, budget and period end requirements • Assist with requirements in the team on other systems to support financial functions (Cadre) 	25
3	Reconciliations <ul style="list-style-type: none"> • To be responsible for accurate and timely, department reconciliations (including supporting documentation) as required. 	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.

		Direct reports	Indirect reports
	Total employees	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.

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

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