

Job Profile

JOB TITLE:	Finance Assistant
GRADE:	Apprentice
REPORTING TO:	Financial Management Specialist

What this role's all about ...

As an Apprentice Finance assistant you'll spend time with different teams across the finance function, gaining a broad range of experience across the different specialisms and roles within a finance team. This will include areas such as accounts payable, rent and income, management accounts, and budgeting, allowing you to build a wide range of practical skills, understand end-to-end financial processes, and identify areas of interest for future career development.

Here's what you can expect ...

In this role you will:

- Gain hands on experience with core finance processes such as invoice processing, bank reconciliations, and maintaining financial records
- support rent and service charge accounting, including helping to monitor income and arrears
- learn how a housing association is funded and how finances support social and affordable housing services
- work closely with colleagues across finance and other departments, developing communication and teamwork skills
- use finance systems and spreadsheets to input data, run reports, and check accuracy
- receive structured training and study support alongside day-to-day work to build professional finance knowledge and qualifications
- develop an understanding of governance, compliance, and regulatory requirements relevant to the social housing sector.

What you'll learn ...

As a Level 3 Finance Apprentice, you will work towards the Level 3 Assistant Accountant Apprenticeship standard and study towards an AAT Level 3 accounting qualification. You'll build a portfolio of evidence that demonstrates your knowledge, skills and behaviours, and you'll complete end point assessment activities at the end of the programme.

Throughout the apprenticeship you'll learn how to record and process financial transactions accurately, support the production of accounts and reports, and communicate financial information professionally while applying strong controls, confidentiality and ethical standards.

You will also learn:

- Advanced bookkeeping and double-entry, including journals and period-end adjustments
- how to prepare financial statements (e.g., statements of profit or loss and financial position under supervision, where appropriate)
- costing and basic management accounting techniques to support budgets and decision-making
- indirect tax awareness (e.g., VAT principles and returns) and how to communicate finance information clearly.

What you'll need to get the job done ...

We don't expect you to know everything as this is a learning role, but we'd love you to bring some of these qualities:

Skills	Qualifications
<ul style="list-style-type: none"> • Enthusiastic and eager to learn • Confident in delivering an excellent customer service • Organised and pay attention to detail • Confident in communicating clearly both spoken and written • Ability to work as part of a team and independently • Happy to ask questions and take feedback • Basic IT skills (e.g. Microsoft Office) • Understands the importance of confidentiality • Likes helping people solve problems 	<ul style="list-style-type: none"> • Level 2, Grade C/4 and above in Maths and English.



It'll be great if you also bring ...

- An interest in building a career in finance/accounting and working towards AAT professional qualifications
- experience in a customer service or administrative role (can be voluntary or part-time).