



Phone: 0800 585 360

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Finance Assistant

Recruitment Pack

Homes in Somerset, Bridgwater House, King Square, TA6 3AR





Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for a motivated and detail-oriented professional to join our Finance team at an exciting time for the organisation.

We are seeking a Finance Assistant to support the effective day-to-day operation of the finance function through accurate financial processing, reconciliations and responsive support to colleagues, customers and suppliers. The role plays an important part in ensuring strong financial controls, high standards of service delivery and compliance with our policies and procedures.

As a Finance Assistant, you will be involved in a wide range of transactional finance activities, including purchase and sales ledger processing, banking and cash management, reconciliations and general ledger support. You will work closely with colleagues across Finance and the wider organisation, contributing to the smooth running of core processes and helping to resolve queries in a timely and professional manner.

This role would suit someone with finance or accounts administration experience who is well organised, numerate and customer focused, and who enjoys working as part of a collaborative team. Experience within a public sector or social housing environment or studying towards an AAT qualification would be an advantage but is not essential.

The successful candidate will be joining an organisation that is committed to colleague engagement, where every colleague is valued and supported to achieve their full potential. We take pride in delivering services that put our customers first and in continuously improving how we work.

If this role excites you and you are keen to join a supportive and professional team working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes, Julia Paling Head of People & Communications

About Homes in Somerset

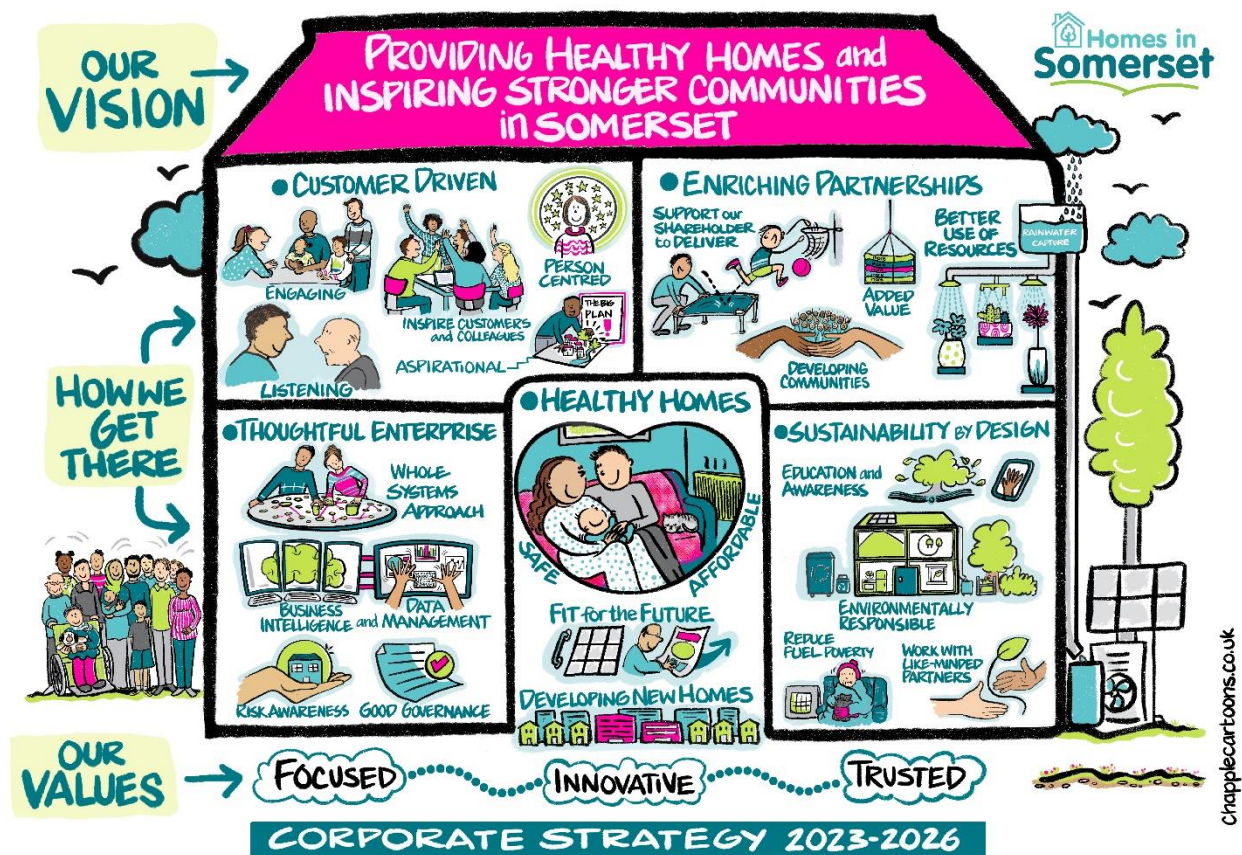
Here at Homes in Somerset, our customers are at the heart of everything we do.

We're soon to become the largest housing provider in Somerset. We are proud to provide safe, affordable, healthy homes for the people who need them most.

Just a few of our accolades include a Top 50 Landlords Award, Investors in People Gold Award, and UK Customer Experience Awards, and we've got big plans for the future.

We are driven to be the best managing agent in England, and we plan to do this by upholding our values and working towards five core strategic themes.

Our current strategy



FOCUSED

INNOVATIVE

TRUSTED

Role Profile

Job Title: Finance Assistant

Contract Type: Permanent

Salary: £28,142 to £29,540 dependent on experience

Annual Leave: 25 Days plus bank holidays

Role Purpose

To support the effective operation of the finance function through accurate financial processing, reconciliations and responsive customer and supplier support, ensuring compliance with financial controls and procedures.

Key Responsibilities

You will:

- Assist with the daily running of the finance function
- Carry out daily transaction postings, reconciliations and general administrative duties
- Respond to suppliers/customer queries within agreed timescales
- Report to the Finance and Performance Manager

What will I have to do?

Banking & Cash Management

- Process bank transactions and journals
- Pay in cheques/cash
- Enter online bank payments for approval
- Ensure banking activities are performed in line with financial controls and segregation of duties

Purchase Ledger / Creditors

- Log invoices and obtain approvals from budget holders, as part of payment processing
- Goods receipting and matching Purchase Orders (POs)
- Supplier statement review, missing invoice chasing, reconciliations
- Assist with preparation for payment runs, ensuring accuracy of data, approvals and coding

Sales Ledger / Debtors

- Set up new debtors, raise invoices/debts with approval
- Assist with debt recovery in line with policy
- Maintain accurate debtor records and ensure timely escalation of overdue debts

Credit Card Management

- Issue monthly statements to cardholders, follow up coding, and post associated journals to the general ledger

General Ledger & Support

- Journal posting, as required, including journal corrections
- Ensure journals are appropriately authorised and supported
- Raise ad-hoc purchase orders, as required
- Monitor shared Finance inbox and respond/triage
- Assist with monthly bank reconciliations
- General finance/admin support across Finance and the organisation

What do I need to be successful?

Essential

- Accounts/Finance office experience OR demonstrable finance admin experience
- Strong IT skills: Excel/Outlook/Teams (and ability to learn finance systems quickly).
- Numeracy and accuracy
- Ability to prioritise workload and manage deadlines
- Demonstrable commitment to customer-focused service delivery

Desirable

- AAT studying/qualified
- Purchase ledger/sales ledger experience
- Experience of public sector / social housing finance environment

How will I evidence my success?

I will ...

- Ensure compliance with the organisation's policies, procedures, Standing Orders and Financial Regulations.
- Consistently meet agreed KPIs, timescales and quality standards
- Actively contribute to team meetings and 1-to-1s with suggestions for improvement.
- Build effective working relationships across Finance and the wider organisation.
- Support continuous improvement in finance processes and service delivery to customers.
- Demonstrate organisational values and a strong "Customers First" approach.

What we offer

We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.



- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether working at home or in the office. We also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme where we will contribute 19.9% of your salary.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- Access to discounts for sport, leisure, and entertainment activities.

Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	Tuesday, 12 May 2026
Closing date	Sunday, 31 May 2026
Shortlisting	Monday, 1 June 2026
Formal interviews	Thursday, 4 June and Friday, 5 June

How to Apply

To apply, please visit the vacancies section on [our website](http://www.homesinsomerset.org) (www.homesinsomerset.org) Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

You will be asked for full contact details for two referees (including your current employer if applicable). Please note we will not request references without your prior permission.

All appointments are subject to two satisfactory references, a DBS check and proof of your Right to Work in the UK. If required for the role, access to a vehicle is essential.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square,
Bridgwater, TA6 3AR

The closing date for applications is **Sunday, 31 May, at midnight.**