



Homes that change
people's lives

Job Advert: Assistant Accountant

Details

Reference

000551

Salary

£28,000 per annum

Department

Finance

Hours

37.5 hours per week

Job Type

Permanent

Location

Head Office

Closing Date

Sunday, 19 September 2021

Job Description

Elim Housing Association is a provider of housing and support services in the West of England and Gloucestershire, our vision is 'to meet housing need and deliver homes that change people's lives'. Elim's aim for it's customers is to ensure that the housing and services Elim provide serve as a platform for growth, facilitating all our customers to achieve their aspirations. In this way, we make our homes truly life changing by ensuring that our service has a positive impact long after a person has left Elim accommodation.

Elim **CARES** Values were created in partnership with our customers, staff, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

- C Customers First – Customers are at the heart of our services and decision making.
- A Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.
- R Results – We work hard and deliver great results for our customers and for Elim.
- E Everyone's view matters – We listen to understand, improve and build our services
- S Supportive – We tackle challenges head on and inspire each other to achieve our potential.

You will be responsible for the preparation of statutory and management accounts for the Group's commercial subsidiary and provide the accounting service to Self Help Housing Association as well as assisting in preparation of the group management accounts.

What you will be doing:

- Preparation of monthly management accounts for Lime Property Ventures and other entities as required.
- Assist the Group Finance Director in the preparation of budgets and statutory accounts for Lime Property Ventures including liaison with the external auditors.
- Provision of the accounting service to Self Help HA.
- Dealing with other finance work including partnership returns, control account reconciliations, leasehold service charges calculations, payroll reconciliations and the annual insurance renewal.

- Updating and reconciliation of asset registers.

Person Specification

What you will need to be successful:

- The ability to prepare statutory and management accounts and the underlying accounting entries required.
- Confident in the use of accounting software and strong excel skills
- Qualified to accounting technician level.
- A high level of attention to detail
- A high level of commercial awareness.

Full details of the requirements of the role are in the Job Profile.

Benefits

Elim employees benefit from:

- 25 days annual holiday rising to 30 days.
- Company pension.
- Life Assurance.
- Annual bonus.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Onsite gym
- Free onsite car parking
- Flexi-time

Full details of Elim's benefits are [here](#)

Contact Us

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About US

Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.