

Job advert for Finance Assistant role

Sutton Housing Society is a small, registered provider operating within the London Borough of Sutton with just over 500 homes. We focus primarily on providing housing for older people (over 55s).

Sutton Housing Society is seeking a **Finance Assistant** to support the delivery of an efficient, accurate and customer-focused finance service.

We have a friendly staff and resident group, modern offices, a collaborative and flexible approach to work, and a genuine commitment to making a difference.

This role is suitable for someone **starting their finance career**, an **apprentice / AAT Level 2 student**, or someone with **experience working at a similar level in a finance environment**.

Key duties include:

- Maintaining rent accounting and purchase ledger systems
- Processing invoices, payments and bank entries
- Assisting with management accounts and financial reporting
- Providing financial information to support colleagues across the Society

You will have:

- AAT Level 2 or equivalent, or willingness to study towards a recognised finance qualification
- GCSEs (or equivalent) including Maths and English at Grade 4/C or above
- Strong attention to detail and good numerical skills
- Good organisational and communication skills
- A positive, customer-focused approach

Training, support and development will be provided.

Working 35 hours per week, we offer 25 days annual leave (pro-rata) excluding bank holidays, together with a holiday purchase scheme, a defined contribution pension (up to 8% employer contribution), life cover (3x salary), health cover, professional fees paid, and a fully funded training budget. A driving licence is not essential for this role.

Salary range: £24,000 - £27,000 depending on entry level / experience.

Please visit our website for the job description and application form:

<https://suttonhousingsociety.org.uk/about-us/working-for-us/>

Application deadline - 10am 28 May 2026

Interview date - 10 June 2026

For an informal discussion or to find out more, please contact Michelle Easton, Management Accountant on 07874 866 336. Please note that my normal working week is Tuesday – Friday.