

Job Description

Job Title:	Assistant Finance Business Partner
Reporting to:	Senior Finance Business Partner
Department:	Finance
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	July 2026
Job Level:	14

Job Purpose

To support the Senior Finance Business Partner to provide strategic and financial insight for senior leaders of the Properties directorate, helping to drive value for money throughout the organisation.

Key Strategic Responsibilities

- Ensure accurate reporting is prepared in a timely manner in accordance with agreed timelines
- Support the Senior Finance Business Partner to deliver an outstanding business partner function to the Property directorate
- Work collaboratively with colleagues, influencing as necessary, to help drive value for money and operational performance across the directorate

Key Functional Responsibilities

- Assist in the production of accurate management accounts monthly in line with the agreed timelines.
- Assist in the quarterly forecast process and the monthly rolling forecast process in line with the agreed timelines.
- Assist in the production of accurate annual budgets in line with agreed timelines.
- Support the production of annual financial statements and associated notes for your area of responsibility in line with agreed timelines.
- Support the internal and external audit process to ensure a clean audit report is achieved.
- Assist in the preparation on accurate balance sheet reconciliation within agreed timelines.
- Support the Senior Finance Business Partner to prepare and submit accurate statutory returns for your area of responsibility. This includes but not limited to SDR, FVA and ONS returns.
- Deliver a finance business partnering service to support the Senior Finance Business Partner deliver an efficient and effective business partnering service to relevant budget holders.
- Work with the Finance Manager to provide support in the absence of the Senior Finance Business Partner.
- Demonstrate a high attention to detail ensuring data is reviewed and discrepancies

rectified in a timely manner.

- Support financial projects across the business.
- Build and maintain strong relationships with colleagues across the business and work collaboratively with finance and other colleagues.
- Demonstrate outstanding professionalism and assist in enhancing the standing of the Finance Team across the business.
- Attend staff meetings, supervision sessions and contribute to the effective management of any projects.
- Attend training as and when required.
- Ensure the active promotion of and implementation of all Eastlight's policies such as Equality and Diversity and Health and Safety.
- Perform any other duties as required to support the finance team and deliver an efficient and effective service.

Person Specification

Education & qualifications	• AAT part qualified or similar
Experience	• Demonstrable experience in application of key accounting principles. • Experience of preparing management accounts, journals, accruals, prepayments and balance sheet reconciliations is essential. • Experience of supporting budgeting and forecasting activities and analysis of financial performance. • Experience of working in the housing sector is desirable, not essential. • Experience of using financial systems and software is desirable, not essential
Knowledge and Skills	• Proven Excel skills. • Proven understanding of key accounting principles and controls • Ability to work collaboratively and independently. • Ability to work effectively and efficiently in a fast-moving environment. • Ability to communicate financial information clearly and confidently to both finance and non-finance colleagues. • Work to a high level of accuracy with excellent attention to detail.