

Role Manifesto

Accounts Assistant



Key Details

Monday – Friday, 09:00- 17:30

Working Hours: 37.5 hour working week

Salary: To be discussed plus discretionary annual bonus.

Benefits

- 24 holidays, plus bank holidays, (Increases to 25 after 1 year's service)
 - Close proximity to Wilmslow train station
 - 24-hour colleague assistance helpline
 - Westfield Health cash plan
 - Team social events and trips
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 - Birthday day off
 - Give back day
 - Making the memory (time off for first day of school drop-offs, nativity plays and sports days!)
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What We Do

We offer bridging finance on residential, semi-commercial, and commercial properties. As a business, we look at every case on its own merits, and work closely with our clients to ensure their financial needs are met. We are fast, flexible and reliable in our offering.

Our Vision

We are growing into a nationwide bridging finance business, with the aim of having a £250m loan book, lending on average £25m per month, via brokers and directly to investors and property companies, for residential and commercial property transactions across the UK. We believe that a total commitment to people, values and relationships will disrupt our industry.

Role Overview

As a Finance Assistant, you will play a key role in maintaining the accuracy and integrity of the company's financial records. Working closely with the CFO and Management Accountant, you'll be responsible for the day-to-day financial operations that underpin the business, ensuring transactions are recorded correctly, reconciliations are completed, and loan data is consistently up to date.

This is a hands-on role where attention to detail really matters. You'll take ownership of core processes such as bank reconciliations, posting transactions, and maintaining the loan books, helping to ensure everything ties together and stands up to scrutiny.

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Alongside this, you'll support the production of timely and reliable financial information used by the Senior Leadership Team to make key business decisions. As you grow in the role, you'll develop both your technical and commercial understanding learning how to turn financial data into clear, meaningful insight that adds value across the business.

Obsess & Excel

To be really successful in this role there are certain areas the right candidate needs to obsess over or excel at:

- Care as much about the details of each loan as much as the client does.
 - Curiosity, being interested in understanding the numbers, not just processing them.
 - A developing sense of how the business works and what drives performance.
 - A positive attitude towards learning and improving your skills over time.
 - Willingness to learn, ask questions, and build confidence in your role.
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Outcomes in Your Role

Within 3 Months:

- Get to know the business, our people, and how we work.
- Build a good understanding of our processes and systems, including Sage 50.
- Start supporting daily finance tasks such as bank reconciliations and posting transactions
- Learn how our loan books are maintained and begin keeping them accurate and up to date
- Support month-end by helping reconcile loan books to Sage and identifying any differences
- Set up regular 1:1s with your line manager to support your learning and development

Within 3–9 months:

- Confidently manage your day-to-day responsibilities with accuracy and consistency
- Prepare redemption statements and borrower statements with minimal supervision
- Support the rollout and ongoing use of our CRM system
- Build relationships with external stakeholders, including investors
- Assist in preparing monthly investor statements and contribute to quarterly reporting

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What You'll Bring:

- Some experience in a finance or accounting role, or a strong interest in starting your career in finance
- A basic understanding of accounting principles and a willingness to keep learning
- Good attention to detail and a proactive approach to your work
- Comfortable working with numbers and using Excel
- A positive attitude and eagerness to develop your skills over time

Experience within specialist lending is a bonus, but not essential—we're happy to support the right person in learning this.

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MS LENDING GROUP

