

**Recruitment Pack**

**Finance Officer**

Closing Date:

Monday 11th August 2025 at 12 Noon

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**Welcome from the CEO**

**Dear Applicant,**

Thank you for your interest in the Finance Officer role within the Finance Team at Southside Housing Association. This information pack provides details about the role and background on the Association to support you in the application process.

If you have any questions, or would like to discuss the role further, please contact Aileen Radford – [aradford@southside-ha.co.uk](mailto:aradford@southside-ha.co.uk).

If this opportunity is of interest, please download the Recruitment Pack from our website - [www.southside-ha.org/vacancies](http://www.southside-ha.org/vacancies).

To apply, please send the following to [recruitment@southside-ha.co.uk](mailto:recruitment@southside-ha.co.uk):

* Your CV
* A supporting statement of no more than 500 words

Your supporting statement should clearly demonstrate how you meet the job description and person specification outlined in the Recruitment Pack.

Thanks again for your interest and I wish you good luck with your application.

Yours faithfully,

Paul McVey

**Chief Executive Officer**

**Our Vision & Values**

**VISION**

We have a vision to support thriving places and communities.

We want:

* All our homes to be popular, affordable, well-maintained & energy efficient.
  + Our customers to receive excellent services from approachable and knowledgeable staff.
  + To service the needs of all communities equally, and;
  + To work with partners to build popular and inclusive neighbourhoods.

**VALUES**

**Professional**: We will act with integrity, we will be impartial in the advice we give and the actions we take, and we will be reliable and competent in our work.

**Responsive**: We will be focused on both the needs of the individual customer and the community.

**Progressive**: We will seek to empower individuals and communities in our work. We will be proactive in addressing problems and we will tackle inequalities where we find them.



**About us**

At Southside Housing Association (SHA) we care about our community.

SHA is a registered social landlord providing housing and a range of other services across the south side of Glasgow.

We are community controlled which means our decisions are taken by a tenant-controlled Management Committee. We are also a registered Scottish charity (Scottish Charity Number SC036009).

We have operated as a social landlord on the south side of Glasgow for over forty years and currently own and manage approximately 2,300 houses for social rent, provide a factoring service for a further 800 owners and through our subsidiary company, Southside Lettings, have a further 200 properties for Mid-Market Rent. We also have an extensive development programme to build new homes.

Over the years we have expanded the range of services we provide to include:

* A variety of housing options & support
* Money advice & support
* Energy Advice
* Community events & activities
* Repairs & maintenance
* Concierge & common area maintenance

**Summary of Terms**

**Southside Housing Association is a full member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH Terms.**

**A summary of the principal areas are as follows:**

|  |  |
| --- | --- |
| **Salary** | EVH Grade 7 £39,072 to £42,903 |
| **Salary Payment** | Salary will be paid on 23rd of each month |
| **Contract Status** | Permanent |
| **Hours** | 35 hours per week, Monday to Friday. The office is open to the public Monday to Friday, 9am to 5pm. |
| **Place of work** | Southside Housing Association, Southside House, 135 Fifty Pitches Road, Glasgow, G51 4EB. The Association has onsite parking. |
| **Holiday Entitlement** | 25 days per annum and 15 public holidays per annum |
| **Pension** | The Association offers SHAPS Defined Contribution Pension Scheme (Employee contributions 5% and Employer contributions 10%). New staff are auto-enrolled immediately at the above contribution rate. |
| **Notice Period** | 4 weeks |
| **Professional Fees** | One set of professional fees pad per annum |
| **Learning & Development** | We are Investors in Young People accredited and we are committed to investing in our people to ensure that staff members within each department are able to contribute fully to the Associations’ objectives. |
| **Additional Benefits** | The Association has a culture that promotes work/life balance and is supportive of flexible working requests.  Commitment to continued learning and development.  Staff can access Hospital Saturday Fund (at their own cost).  Access to Cycle to Work Scheme. |



**Our Vision & Objectives**

Impacting and improving people’s lives in a positive way.

* **Homes** – developing, improving and maintaining new and existing homes
* **Communities** – supporting and engaging with our communities
* **Customer Service** – raising standards and exceeding customer expectations
* **Finance & Governance** – demonstrating effective governance, financial resilience and viability
* **People & Leadership** – putting people first
* **Collaboration & Innovation** – collaborate using innovate solutions to improve efficiency and outcomes

[To support our vision we are active members of the Scottish Federation of Housing Associations (SFHA),](https://www.sfha.co.uk/) [Glasgow and West of Scotland forum of Housing Association (GWSF)](http://gwsf.org.uk/) and [Employers in Voluntary Housing (EVH).](https://www.evh.org.uk/)

**Our Values**

1. **Respect**

We will put people first, prioritise relationships, be kind and helpful and treat others as we would want to be treated.

1. **Integrity**

We will conduct ourselves with honesty and transparency.

1. **Positivity**

We strive for positive outcomes and focus on the solutions that will deliver them.

1. **Responsibility**

We will be dependable, professional, reliable and consistent.

**Job Role/ Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Details** | | | | |
| **Job Title** | Finance Officer | **Report to:** | | Finance Manager |
| **Department** | Finance | **Date Created** | | August 2024 |
| **Grade** | 7 | **Last Review Date** | | None |
| **Points** | PA22-PA25 | **Salary** | | £40,635 - £44,619 |
| **Job Summary** | | | | |
| The main aim of the Finance Department is to provide financial information to our colleagues to help them operate efficiently and effectively and to support business planning and decision making.  The main drive and focus of the Finance Team are: -  ***Costs:*** Knowing how much we pay suppliers for services and supplies, controlling the costs to ensure value for money for our tenants & customers, and paying our suppliers on time to support good relationships with our partners.  ***Revenue:*** Knowing how much money we generate from rents and other services and monitoring these against the budget to help with future rent decisions  ***Cashflow:*** Monitoring and forecasting the amount of cash we have and the timing of expenditure to ensure the appropriate level of financing is held by the Association to meet our short-, medium- and long-term commitments.  ***Management Accounts and Benchmarking***: Monitoring and measuring our financial performance against budget and benchmarking information to help inform future decisions and to assess where improvements could be made.  ***Compliance:*** Providing Financial information to our Lenders, Regulators, and other Stakeholders to comply with regulatory and legal obligations.  The main objective of this role is to work with the Finance Manager to achieve the organisation’s key strategic objectives in relation to finance.  The postholder will line up to manage two Finance Assistants and assist the finance team to deliver a professional, effective and efficient finance service.  The postholder will play a key role in the ongoing development of the finance department, including contributing to the creation and review of policies and procedures and assist with the preparation of management accounts for Southside Housing and Southside Lettings.  The post holder will oversee the purchase, sales and rent ledgers and process payroll as well as reconciling bank and loan accounts, revenue and capital grants, maintaining insurance records and the fixed asset register.  The core skills required include excellent IT skills in relation to financial management systems and Microsoft packages as well as excellent communication skills both verbally and in writing. Attention to detail is key and the ability to work under pressure to meet tight deadlines as well as having excellent problem-solving skills and being able to analyse and interpret information in a logical manner.  All staff of the Association must understand and implement the values of Southside Housing Association and understand and adhere to the Terms and Conditions of employment and the Association’s Code of Conduct. Adherence to Equality practices and relevant GDPR and FOI legislation will be expected. | | | | |
| **Values and Competencies** | | | | |
| **Southside’s Core Values:**   * **Respect** – we will put people first, prioritise relationships, be kind and helpful and treat others as we would want to be treated. * **Integrity** – we will conduct ourselves with honesty and transparency. * **Positivity** – we strive for positive outcomes and focus on the solutions that will deliver them. * **Responsibility** – we will be dependable, professional, reliable and consistent.   What does this mean for the post holder:   1. You will demonstrate an awareness and understanding of your role and your place in the team and take responsibility for your actions. 2. You will seek advice and support appropriately from colleagues and line manager. 3. You will be self-motivated, positive and supportive of your colleagues and the Management Committee. 4. You will demonstrate respect, honesty, and professionalism across all areas of your job. 5. You will take responsibility for your development and performance, keeping up to date with new processes and information. 6. You will be able to identify training and learning opportunities. | | | | |
| **Job Outputs** | | | | |
|  | | **Includes the requirement to** | | |
| **Bank** | | * Complete monthly bank reconciliations * Ensure bank transactions are posted to the cashbook accurately and timeously * Authorise bacs payments in line with delegated authority | | |
| **Purchase/Sales/Rent Ledger** | | * Oversee the accurate posting of supplier/contractor invoices and payments * Manage the sales ledger, ensuring invoices are raised on a timely basis and followed up * Oversee daily rent postings * Review aged creditors and aged debtors monthly * Reconcile the purchase, sales and rent ledger control accounts on a monthly basis | | |
| **Loan Accounts** | | * Update the master loan schedule with payments and interest * Post journals and reconcile all loans | | |
| **Management Accounts** | | * Assist in the preparation of Management Accounts for Southside Housing Association and Southside Lettings * Carry out month end procedures, reconciliations and analysis for income and expenditure accounts. * Investigate and escalate discrepancies as required * Prepare and post standard journals as well as accruals, prepayments and bad debt provision | | |
| **Annual Budgeting and Review** | | * Assist the Finance Manager with the collation and preparation of the annual budget * Liaise regularly with budget holders to support them in their understanding of their budgets and related spend throughout the year | | |
| **Grants** | | * Ensure accurate posting of capital and revenue grants * Carry out monthly reconciliations of grant income against spend | | |
| **Component Accounting and Fixed Asset Register** | | * Maintain the fixed asset registers including additions, disposals and depreciation charges * Ensure all relevant adjustments are carried out appropriately * Maintain component accounting records for inclusion in the management and statutory accounts | | |
| **Insurance** | | * Maintain and regularly update information on property insurance and ensure our insurers are updated on any changes to our property portfolio * Manage and reconcile insurance claims | | |
| **Payroll** | | * Prepare monthly salaries with analysis * Reconcile salary control accounts * Maintain all records in relation to PAYE, NI, SSP and SMP * Administration for the Association’s pensions * Deal with any salary/pension queries | | |
| **Audit** | | * Liaise with both the internal and external auditors * Prepare information and lead schedules as required | | |
| **General Duties will be carried out including but not exclusively** | | * System administrator for finance system * Support the Finance Manager in the preparation and filing of statutory returns * Attending training as required * Any other duties commensurate with the grade and asked for by Senior Managers | | |
| **Key Relationships** | | |  | |
| Who? | | | Why? | |
| Director of Finance & Corporate Services | | | Head of Department | |
| Finance Manager | | | Line Manager | |
| Finance Team | | | Colleagues – important to share information and support one another | |
| Departmental Managers | | | Providing Financial information | |
| External and Internal Auditors | | | Providing Financial information | |

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** | **Method of Assessment** | |
| **Skills & Abilities** | | | **CV/ Statement** | **Interview** |
| Educated to degree level/recognised Accountancy qualification or 5 years’ experience. | X |  | ✓ |  |
| Excellent communication skills both verbal and written. | X |  |  | ✓ |
| Ability to liaise effectively with other staff and to offer advice and support when required. | X |  | ✓ |  |
| Ability to produce concise, accurate and effective reports. | X |  | ✓ |  |
| Demonstrate excellent IT skills in relation to financial management systems, including Microsoft packages | X |  | ✓ |  |
| Well organised and committed to achieving positive outputs. | X |  | ✓ |  |
| Excellent numeracy and analytical skills with focus on the attention to detail. | X |  |  | ✓ |
| Confident and a positive approach and building strong relationships with other departments. | X |  |  | ✓ |
| Ability to liaise with external organisations, auditors and suppliers. | X |  | ✓ |  |
| Ability to analyse, interpret, explain and summarise data and issues in a logical manner. | X |  |  | ✓ |
| Ability to work on own initiative and prioritise work and work to deadlines. | X |  |  | ✓ |
| **Experience** | | |  |  |
| Working in a finance role including experience of preparing bank and control account reconciliations. | X |  | ✓ |  |
| Month end procedures and reconciliations, journal postings and preparation of management accounts. | X |  |  | ✓ |
| Experience of fixed asset additions, disposals and depreciation and component accounting. |  | X | ✓ |  |
| Experience of staff management. |  | X | ✓ |  |
| Experience of payroll. |  | X | ✓ |  |
| Experience of HMRC vat reporting |  | X | ✓ |  |
| Experience in identifying efficiency savings and driving value for money within an organisation. |  | X | ✓ |  |
| Working in a Housing Association or related organisation in a finance function. |  | X | ✓ |  |
| Provide input to the creation and review of policies and procedures |  | X | ✓ |  |
| **Knowledge** | | |  |  |
| Detailed knowledge of financial accounting regulations. | X |  | ✓ |  |
| Extensive demonstrable experience of working with financial information | X |  | ✓ |  |
| Working knowledge of Open Accounts and Iris payroll software |  | X | ✓ |  |
| Commitment to continuous improvement and excellence. | X |  |  | ✓ |
| **Values/Attitudes** | | |  |  |
| Ability to demonstrate the Association’s values. | X |  |  | ✓ |
| Demonstrate an understanding of equalities. | X |  | ✓ |  |
| Demonstrated commitment to continuing professional development. | X |  | ✓ |  |
| Positive, motivated and the ability to suggest areas for improvement. | X |  |  | ✓ |
| **Other Requirements** | | |  |  |
| Attend occasional evening meetings | X |  | ✓ |  |

**The Selection Process**

Visit our website for more information and to download an application pack via: [**southside-ha.org/vacancies/**](https://southside-ha.org/vacancies/)

If you need assistance downloading the pack please send an email to [**recruitment@southside-ha.co.uk**](mailto:recruitment@southside-ha.co.uk) and a member of staff will get back to you at the earliest opportunity.

|  |  |
| --- | --- |
| **Application** | Please complete the application form.  When completed please return to [recruitment@southside-ha.co.uk](mailto:recruitment@southside-ha.co.uk) |
| **Closing Date** | Monday 11th August 2025 at 12 noon. |
| **Interview** | Interviews will be held w/c 18th August 2025 |
| **Place of Interview** | 135 Fifty Pitches Road, Cardonald, G51 4EB. |

**Summary of Terms**

Southside Housing Association is a full member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH terms. A summary of the principal areas are as follows:

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| **Salary** | Employers in Voluntary Housing  Grade 7 - £40,635 - £44,619 | |
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| **Salary Payment** | Salary is paid on the 23rd of each month. | |
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| **Contract Status** | Full Time Permanent | |
|  | | |
| **Hours** | 35 hours per week. The office is open to the public: 9am-5pm Monday to Friday | |
|  | | |
| **Place of Work** | Southside Housing Association, Southside House, 135 Fifty Pitches Road, Glasgow, G51 4EB. The Association has onsite parking. | |
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| **Holiday Entitlement** | 25 days annual leave and 15 public holidays per annum (pro rata) | |
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| **Pension** | The Association offers SHAPS Defined Contribution pension scheme (Employee contributions 5% and Employer contributions 10%). New staff are auto-enrolled immediately at the above contributions. | |
|  | | |
| **GDPR** | | You can view the Association’s Fair Processing Notice on our website –  [www.southside-ha.org/data//SHA\_Fair\_Processing\_Notice\_](https://www.southside-ha.org/data/SHA_Fair_Processing_Notice___Revised_October_2023_2023_11_02_13_21_47_000.pdf) |

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**Contact Us**

[recruitment@southside-ha.co.uk](mailto:recruitment@southside-ha.co.uk)

[www.southside-ha.org/working-with-us/](https://www.southside-ha.org/working-with-us/)

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