

Recruitment Pack

Post: Senior Finance Assistant



200 Crown Street, G5 9AY



0141 429 3900



recruitment@newgorbalsha.org.uk

Application Pack

Thank you for expressing an interest in New Gorbals Housing Association.

This recruitment pack will explain who we are along with providing you with all the necessary information to assist you in applying for the post with confidence.

New Gorbals Housing Association is committed to the promotion of equal opportunities in employment, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

If you have any questions or would like further information about the post, please do not hesitate to contact Amanda Irwin, Finance Manager for a confidential chat on 0141 429 3900.

Finally, further information is available on our [website](#) including our most recent Annual and Performance Reports and Business Plan.

Application & Key dates

Applications forms can be downloaded from our website:

<https://www.newgorbalsha.org.uk/vacancies>

If you require the application in a different format, please contact us.

Closing Date	Monday 11 th August 2025 at 12 noon
Interview Date	Week Commencing 1st September

Completed applications should be submitted to: recruitment@newgorbalsha.org.uk

Please note you will receive an acknowledgement to your application form within 24 hours of receipt. If you have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact us by email at:

recruitment@newgorbalsha.org.uk

Good luck with your application, we look forward to receiving it.

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BACKGROUND

New Gorbals Housing Association (NGHA) is a dynamic community-controlled Housing Association established in 1989 by a group of local residents.

Over the last decades, steered by our Management Committee, and working in partnership with a wide range of organisations, NGHA has transformed the Gorbals through the creative and innovative delivery of the best possible housing, environment and services. We now own and manage 2,600 homes for rent and factor over 1,900 owners' homes. Social Housing Grant is also committed for, at least, a further 400 homes for social rent.

Our Management Committee is the strategic and governing body at NGHA and is made up of people living in the Gorbals who have a strong vision of how they want the Association to operate. Their vision is reflected in our aims and values:

Our Key Aims

Central to all aspects of our work are our key aims:

- To provide the highest possible quality housing, environment and services to all of our customers.
- To maximise our contribution to the overall regeneration of the Gorbals, addressing wherever possible the needs of those in the community who are disadvantaged.

Our Strategic Objectives

Our core values are reflected in how we deliver our service. These are:

- Completing the physical regeneration of the Gorbals
- Keeping rents affordable, and supporting our tenants in dealing with welfare cuts and the high cost of energy
- Providing high quality, value for money services, and managing our assets effectively
- Strengthening our engagement and communication with tenants and the wider community
- Making Gorbals a Thriving Place
- Ensuring that we are a cost effective and well managed organisation, achieving high standards of governance and of financial probity and competence.

NGHA now employs its own Welfare Rights, Communications, and Community Engagement staff who work alongside colleagues in our core service areas of Housing Management, Maintenance, Development, and Finance and Administration. There are now 60 office-based staff, and approximately 50 tradespeople and operatives in our own repair, landscaping and gas servicing teams.

The post of Finance Assistant will be part of a revised structure within the finance section of

- Head of Finance
- Finance Manager
- Finance Officer x 2
- Senior Finance Assistant

The post requires experience of high-volume complex sales and purchase ledgers as well as knowledge of raising journals and general ledgers. You will also have experience and embrace a move to digital processing. This post will work collaboratively with all sections of the organisation.

Please refer to the job description for more information on the experience and skills required to successfully fill the post of Senior Finance Officer.

JOB PROFILE & PERSON SPECIFICATION

Job Details

Job Title	Senior Finance Assistant	Service Area	Finance and Admin
Based	200 Crown Street, Gorbals, Glasgow, G5 9AY - limited hybrid working is available	Hours of work	35 hrs per week
Report to	Finance Manager	Responsible for	N/A
Grade	EVH Grade 6 (PA17-PA20): £34,745 - £37,984	Date completed	June 2025

Job Summary

The Senior Finance Assistant will be responsible for the following areas of financial operation:

- Purchase and Sales Ledger
- Rent Accounting.
- Supporting the Factoring Invoice Run
- Insurance Claims
- Utilities Records
- District Heating Accounts.

This post is key to ensuring that there is collaborative working between sections to ensure efficient and accurate posting of information.

You will work collaboratively with the Finance Officer's and ensure all finance work is complete to specified deadlines.

The Senior Finance Assistant will assist with internal and external financial audit.

You will from time to time, be asked to provide finance information for ongoing projects and be part of our continuous improvement projects.

You will have significant experience of working within a finance environment coupled with a keen eye for detail and accuracy. You will be expected to offer insight into daily tasks and processes, including identifying any improvements and efficiencies.

You will further be expected to work collaboratively with colleagues, teams and external agencies to deliver positive outcomes for our tenants and community, as well as contribute constructively to the Association's business improvement and overall performance.

Behaviours & Competencies

We require our Senior Finance Assistant to be able to demonstrate the following behaviours and competencies:

- Put customers at the heart of everything we do.
- Excellent communication, both written and oral and interpersonal skills.
- Ability to solve complex problems
- Follow policies and procedures set out within the Associations Policies.
- Take responsibility for achieving excellent performance results.
- Self-aware and self-motivated and be a highly skilled listener.
- Excellent organising ability and time management skills to meet deadlines.
- Ability to take responsibility for own learning and continuous improvement.
- Ability to represent the Association in a positive and effective manner.
- Strong IT skills to maximise efficiency in working practices and communications.

Skills and Abilities

This is a key post in providing finance support to the organisation and as such will:

- Extensive knowledge of working within finance departments.
- Ability to work as part of a team or on your own.
- Demonstrable experience in a fast paced and complex finance environment.
- Demonstrable IT skills.
- Ability to work digitally.
- Ability to take responsibility for own learning and continuous improvement.
- Carry out other specific tasks as necessary.
- You will aid, support and signpost customers towards engaging digitally with NGHHA.
- You will ensure compliance with professional, regulatory, statutory and corporate requirements.
- You are expected to carry out your role ethically and with integrity.
- You will contribute to the team and its continuous improvement.
- An understanding of and commitment to, the ethos of community-controlled housing associations.
- A commitment to meeting the practical requirements of the post including flexibility regarding working out with normal office hours, where required.
- A respect for others and commitment to equal opportunities.

Experience

The Senior Finance assist must have a proven track record in a similar finance role and be able to demonstrate:

- High volume, complex purchase and sales ledgers experience.
- Reconciling accounts to both supplier/customer accounts and the general ledger.

- Problem solving and issue resolutions experience.
- Managing timescales.
- Understanding of VAT regulations and experience sales and purchases in a complex VAT environment.
- Experienced in annual external audit support.

Knowledge

ESSENTIAL

- Book keeping or accounting qualification such as NC or AAT.
- Extensive experience of working within a finance team.
- Be an active team member.
- Demonstrable experience in a fast paced and complex finance environment.
- Demonstrable IT skills.
- Experience of working with O365, especially excel.
- Ability to work digitally.
- Ability to take responsibility for own learning and continuous improvement.
- Compliance with internal policies and procedures.
- You will ensure compliance with professional, regulatory, statutory and corporate requirements.
- A commitment to meeting the practical requirements of the post including flexibility regarding working out with normal office hours, where required.
- A respect for others and commitment to equal opportunities.
- Be resilient and a flexible but adaptive approach to work requirements.

DESIRABLE

- Experience of working with Housing Association Finance team.
- Experience of Homemaster Housing Software.
- Experience of working with banking software and external portals.
- Knowledge of Statutory Accounting legislation.
- Knowledge of Power BI
- Knowledge of SharePoint
- Knowledge of Payroll
- Experienced in continuous business improvement of digital systems.

Job Description

Key Responsibility

- To ensure the provision of an effective and efficient finance service to other departments of the organisation.
- To provide work to high standard meeting regulatory or organisational objectives.

Specific Responsibilities

1. Purchase Ledger

- Supervise invoice posting to the purchase ledger.
- Liaise with staff on invoice approval processes.
- Assist staff with approval issues.
- Being able to resolve issues in relation to invoices and Homemaster.
- After approval review invoices and commit to ledger.
- Weekly review invoices approved for payment and prepare weekly payment list for approval.
- Once approved upload to the Associations banking system.
- Monthly reconcile statements to system balances.
- Liaise with staff in relation to invoices placed on dispute and chase weekly.
- Assist Finance Officer with queries in relation to banking and month end closure of accounts.
- Reconcile purchase ledger once per month and produce necessary reports.

2. Sales Ledger

- Liaise with colleagues from other departments on raising sales invoices for rechargeable repairs, medical adaptations, insurance, grant claims or other ad hoc debtors.
- Assist Finance Officer in posting incoming receipts to sales ledger.
- Reconcile sales ledger monthly and produce necessary reports.

3. Rent Accounting

- Daily download of rent receipts and post to accounts.
- Post Rent receipts from bank statements.
- Post rent account adjustments
- Resolve any exception payments received.
- Liaise with Housing Management in relation to rent accounting.
- Maintain the Associations Rent Inbox.
- Liaise with Housing Management on changes to Direct Debits required.
- Monthly processing of the Associations debit runs for all rent types.
- Producing appropriate reports for rent accounting.
- Process the annual rent increase in conjunction with other sections of the Association.

4. Factoring

- Be familiar with the charging schedule for owners.
- Ensure invoices for factoring recharges are posted, ensuring billing splits are accurate.
- Liaise with maintenance team monthly on financially complete repairs from inhouse teams or external contractors and ensure postings are correctly allocated for billing.
- Liaise with factoring team on set charges and make changes to accounts as necessary.
- Post factoring account adjustments.
- Produce mid term invoices in conjunction with factoring making necessary journals to general ledger.
- Produce test invoice run for checking by factoring team.
- Once authorised from factoring team, produce final invoice run, quarterly and assist in sending invoices as per owners communications preferences.
- Liaise with factoring on Direct Debit changes as required.

5. District Heating

- Post payments to tenants accounts.
- Obtain meter readings as required.
- Reconcile heat used and income weekly.
- Produce report on tenant balances monthly.

6. Insurance

- Liaising with maintenance team on insurance claims for owners and tenants.
- Production of insurance claims for submission to insurers.
- Manage the Associations insurance register on Homemaster.
- Reconcile Insurance Ledger to insurance claims.
- Liaise with insurers in relation to queries or payment of claims.

7. Other Duties

- Monitoring email inboxes as required.
- Assisting with annual and internal audits.
- Assist in collation of payroll data for submission to our external service providers.
- Manage and maintain utilities records.

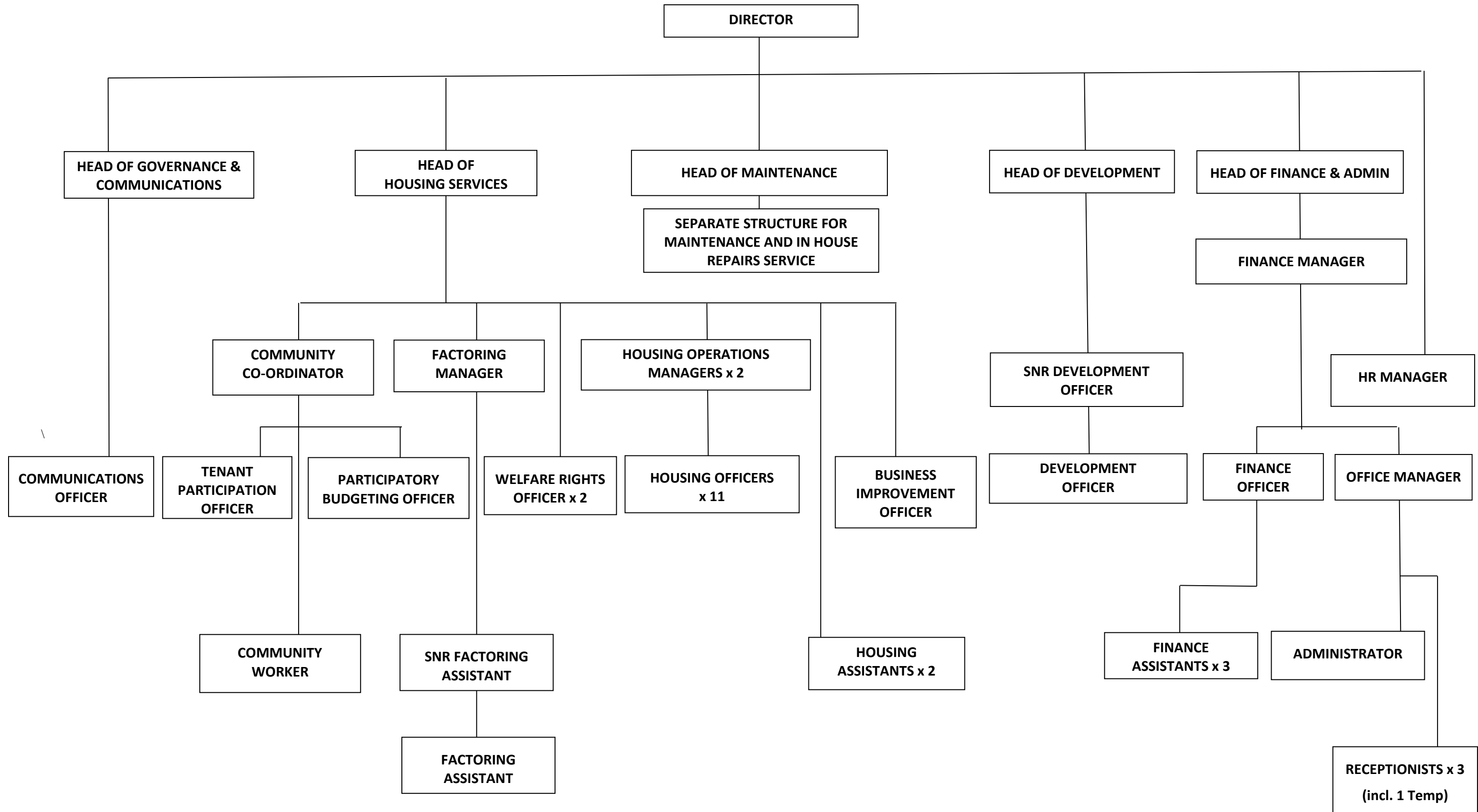
Summary of Principle Terms and Conditions of Employment

New Gorbals Housing Association are full members of Employers in Voluntary Housing (EVH Ltd). This summary is for guidance and will not form part of the contract of employment.

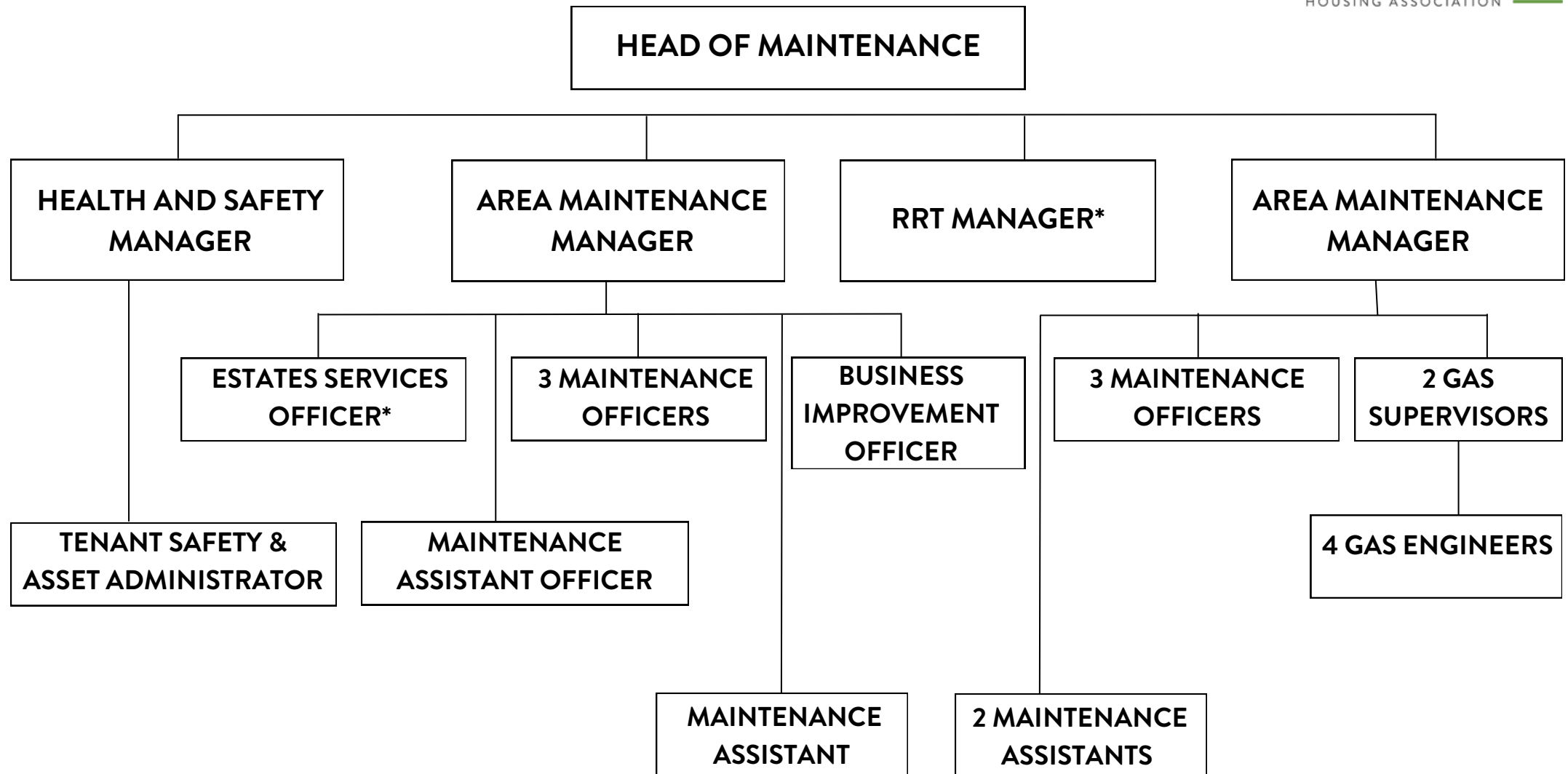
Post	Senior Finance Assistant
Contract Type	Permanent
Salary Scale	EVH Grade 6, Spinal Points PA17 to PA20, £34,745 to £37,984
Location	New Gorbals Housing Association, 200 Crown Street, G5 9AY
Hours of Work	Monday to Friday – 35 hours per week Hybrid working arrangements will be considered, with a minimum of 4 days per week required in the office.
Annual Leave	25 days Annual Leave year runs from 1 st April to 31 st March
Public Holidays	15 days
Pension	Auto-enrolment to join the defined contribution scheme within the Scottish Housing Associations Pension Scheme (SHAPS).
Sickness Entitlement	Occupational Sick pay rising to 26 weeks full pay and 26 weeks half pay based on length of service.
Notice Period	4 weeks

Please note all offers of appointment are subject to satisfactory references, proof of eligibility to work in the UK, proof of qualifications and a Disclosure check, if applicable.

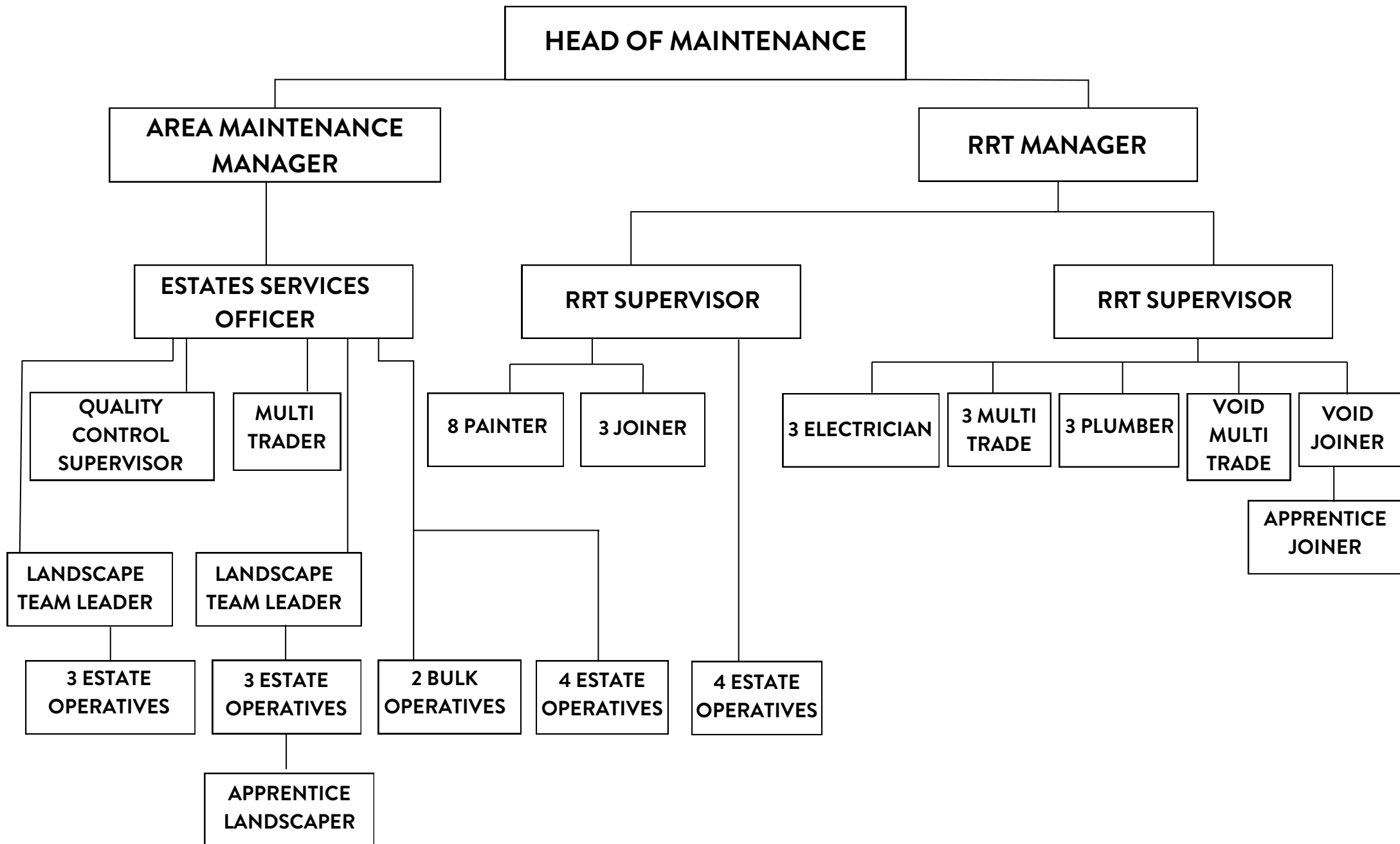
STAFF STRUCTURE



MAINTENANCE STAFF STRUCTURE



*PLEASE SEE OVERLEAF FOR FULL ESTATES AND RRT STRUCTURE



Guidance Notes on completing the application form

We advise that you read these notes carefully as they are there to help you make the best of your application.

1. Preferably, applications should be completed online and if in writing then it should be completed with black ink.
2. Please do not send in your Curriculum Vitae.
3. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job.
4. The enclosed Person Specification lists the essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. It is not the responsibility of the Selection Panel to make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience, knowledge and skills. Neither is it enough for you just to state that you meet the requirements; we would like you to demonstrate this to the panel. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail.
7. If you are related to any members of staff, management committee member, consultants, contractors or suppliers to the Association – this should be clearly shown on the relevant part of the form. This will not necessarily be detrimental to your application.
8. All personal details will be removed, and applications are anonymised for the shortlisting process.
9. The equal opportunities monitoring information is kept separately and does not form part of the selection process.
10. All candidates invited to interview will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974. Positions are subject to the declaration being completed.

Privacy Information Notice for Job Applicants

This 'privacy notice' explains what personal information New Gorbals Housing Association collects and holds about you in your application. This is to manage the recruitment process, to assess your suitability for employment and, for successful applicants, to enter into a contract of employment.

The information you give us will not be shared with any other organisation, except where they are party to the recruitment process, for example, to obtain references, or to check your right to work in the UK.

New Gorbals Housing Association is a Scottish Charity (Scottish Charity Number SCO41164), a registered society under the Co-operative and Community Benefit Societies Act 2014 with Registered Number 2309r(s), and a Registered Office at 200 Crown Street, Glasgow G5 9AY. The Association takes the issue of security and data protection very seriously and strictly adheres to guidelines published in the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5177185 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Amanda Irwin. Any questions relating to this notice and our privacy practices should be sent to the Data Protection Officer.

'Personal information' refers to any piece of information that can identify you, i.e. would make it clear to others that the information is about you. It can be a single piece of information, such as your name or address.

If you are successful in your application, the information you provide will form the basis of your employee record and you will also be provided with the Association's Staff Privacy Notice.

We collect and use your personal information for a number of purposes. This includes contacting you about an interview or to provide any assistance required in support of your application for employment.

The table describes the information we hold and what we need it for. It also explains the basis we can legally rely on to request and retain information about you. In the main, the legal basis will be described as 'to meet our legitimate interests in processing your application for employment' or 'to enter into a contract of employment with you if your application is successful'.

We may get information from you or from organisations such as: HM Revenue and Customs, UK Visas and Immigration or Disclosure Scotland.

We will keep your personal data for no longer than is necessary. More detail on how long we keep different types of information can be found in the Association's document retention schedule. You can request a copy of this from our office.

We will only share your data with third parties if we are required to do so by law, if you ask us to do so, or if we are contractually obliged to do so. These third parties are listed on page 7. We do not use profiling or automated decision-making processes. This means that people are involved in every decision made about you.

Information NGHHA holds	What we need it for	Why we process it i.e. the legal basis
Your title, name, address, personal email address, telephone number(s).	<p>To send you information about us.</p> <p>To enable us to enter into and administer your application for employment.</p>	To meet our legitimate interests in processing your application for employment.
<p>References received from a third party.</p> <p>The Association assumes that you have checked with individuals that you may share their contact details.</p>	To support the Association in making appointment or promotion decisions about you.	To enter into a contract of employment with you if your application is successful.
Your signature.	To declare that the information given in support of your application is true and complete.	<p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p>

Information NGHAs hold	What we need it for	Why we process it i.e. the legal basis
Details of your qualifications, training and skills.	To keep supporting evidence for your application for employment.	<p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p>
Details of your employment history, including name and address of current and previous employers, current and previous position(s) held, current salary, reason for leaving, main duties, start and end dates.	To keep a record of your employment history.	<p>To meet our legitimate interests in processing your application for employment.</p> <p>To enter into a contract of employment with you if your application is successful.</p>
Documentation confirming your right to work in the UK.	To check you are legally entitled to work in the UK.	To enter into a contract of employment with you if your application is successful.

Information NGHA holds	What we need it for	Why we process it i.e. the legal basis
<p>A copy of your Driving Licence or any other driving qualification required</p> <p>Applies only where driving at/for work and/or a specific license/qualification is necessary for your role.</p>	<p>To ensure you hold the licence(s) necessary to drive.</p> <p>To ensure your health and safety and the safety of others.</p>	<p>To enter into a contract of employment with you if your application is successful.</p>
<p>Information on your gender*, disability status*, ethnic origin*, religion*, sexual orientation* and age.</p>	<p>For equal opportunities monitoring.</p>	<p>To comply with legal obligations (Specific condition: To enable the Association to carry out its obligations to monitor equal opportunities).</p>

Data marked* is classed as a “special category” of personal information. Data marked # might disclose a “special category”. The Association must have both a legal basis and a specific condition to process “special category” personal information.

New Gorbals Housing Association may share your data with the following third parties:

- HM Revenue and Customs
- UK Visas and Immigration
- Grant providers and other prospective and actual funders
- Health and Safety Executive
- Police and other law enforcement agencies
- Insurance providers
- Professional or statutory regulatory bodies
- Training providers
- Any joint employers or employers you are seconded/transferred to
- Auditors
- Organisations with whom we participate in benchmarking surveys (published information will always be aggregated and anonymised)
- External organisations or individuals providing references
- External referees where you have applied for promotion and the promotion process requires external references
- Third party suppliers of systems or products
- Individuals who exercise their legal right to access recorded information held by the Association under information legislation, particularly the Freedom of Information (Scotland) Act 2002 and data protection law (General Data Protection Regulation(GDPR) and Data Protection Act 2018). The Association will normally only disclose work-related or professional information about its members of staff and will inform or consult any members of staff concerned where disclosure would not reasonably be expected.

Contact

New Gorbals Housing Association

200 Crown Street

Gorbals

Glasgow

G5 9AY

Call 0141 429 3900

Email admin@newgorbalsha.org.uk

Visit www.newgorbalsha.org.uk

New Gorbals Housing Association is a charity registered in Scotland - SCO41164.
Register of Friendly Societies No.2309 RS Scottish Housing Regulator No. HAL 211

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