

Senior Finance Assistant Recruitment Pack



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About Us

New Gorbals Housing Association was established in 1989 by a committee of local people with a shared vision: to create new, high-quality homes in the Gorbals community.

Since then, through an ambitious programme of new-build developments and the acquisition of homes from Glasgow Housing Association and Scottish Homes, the Association has grown to manage over 2,500 homes for social rent in the Gorbals.

Today, we are the main provider of social housing in the Gorbals. Beyond this core responsibility we also provide factoring services to over 1,800 privately owned homes across the Gorbals, a number we expect to grow over the next five years.

Through our subsidiary, New Gorbals Property Management (NGPM), we also manage 63 mid-market properties which provide additional affordable housing options in our community.

We employ 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. We have 60 office-based staff, and approximately 50 tradespeople and operatives in our own repair, landscaping and gas servicing teams.

Our Vision

To provide the highest possible quality housing environment and services to all our customers whilst maximising our contribution to the overall regeneration of the Gorbals and addressing, where possible, the needs of this in the community who experience disadvantage.

Our vision and values are at the heart of everything we do. They guide our business decisions, shape our organisational culture, and define how we work with our community. We prioritise community empowerment, delivering high standards of service, and acting with social responsibility. These values drive us to provide exceptional housing and services while playing an active role in the regeneration and well-being of the Gorbals.

Our Values

- To be representative of, and accountable to, the Gorbals community.
- To be accessible and equitable treating every individual with courtesy and respect.
- To be innovative and creative, delivering the best possible outcomes for our community.
- To be focused on delivery customer-centric services which are collaboratively designed.

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	Head of Finance and Admin	Responsible for	N/A
Grade	EVH Grade 6 (Pay award Pending) (PA17-PA20): £34,745 - £37,984	Date completed	December 2025

Job Summary

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

- Purchase and Sales Ledger
- Rent Accounting.
- 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

- Bookkeeping 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.
- 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.

What we Offer

New Gorbals Housing Association are full members of Employers in Voluntary Housing (EVH Ltd). We offer the following benefits:

Salary Scale	Grade 6 Spinal Points PA17 -PA20 £34,745 - £37,984 A cost of living award will be applied from April 2026
Pension	Auto-enrolment to join the defined contribution scheme within the Scottish Housing Associations Pension Scheme (SHAPS) NGHA provide life cover at x 1 your annual salary.
Employee Counselling	Up to 6 session per employee at the cost of the association
Annual Leave	25 days. Our offices close during the festive period therefore you are required to use 2 days annual leave from your holiday allowance to cover this period.
Public Holidays	15 days
Enhanced Family Leave	Our terms and conditions of employment enhance a range of family leave above the statutory minimum.
Special Leave	Covered within our terms and conditions of employment
Sickness Entitlement	Occupational Sick Pay rising to 26 weeks full pay and 26 weeks half pay based on length of service.



How to Apply

We trust that you have found the information in this recruitment pack both useful and informative. If you would like to join our team, and feel that you meet the criteria stipulated in the job profile, please complete the application on our website.

Apply Now 

Key Dates

Closing Date	Friday 27 th February 2026 at 12 noon
Interviews	Week Commencing 16 th March 2026

Please submit your completed application by the closing date above to:

Recruitment@newgorbalsha.org.uk

Any application forms received after the closing date will not be considered.

All relevant information should be included within the application form as CVs or supplementary information/attachments will not be considered during the shortlisting process.

Should you require any further information on this post, please do not hesitate to contact Mary Reilly, Head of Finance on 0141 429 3900.

We look forward to receiving your application form.



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HOUSING ASSOCIATION



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