



# Head of Finance

## Recruitment Pack



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Dear Applicant

## **HEAD OF FINANCE : RECRUITMENT PACK AND APPLICATION FORM**

Thank you for your interest in applying for our Head of Finance post.

While our priority is to secure the best person to lead our finance function, this job is about more than that.

Our Head of Finance will be a central member of our Senior Management Team and expected to make substantial contributions to strategic and operational matters, as well as championing allocated priorities that are not specific to any particular section of the Association. Leading our Business Improvement Strategy will be one of these priorities.

Additionally, they will be expected to contribute their skills and expertise in matters such as financial planning, data management and procurement, in the course of collaborative work with other sections. And they will be expected to represent the Association with authority in our involvement with statutory authorities and membership organisations.

Our Head of Finance post is not just about expert financial management and planning behind the scenes: it is just as much about wider management objectives, collaboration and leadership. This is a “hands on” job with significant demands, pressures and expectations coming from a variety of sources. We are a relatively small organisation, and we need our senior staff to be committed to making a wider contribution that will make a real impact on our work , as set out in our Business Plan.

If you wish to discuss any aspect of the post or application, please call Lindsey Dinnen, HR Manager on 0141 429 3900, or email [Lindsey@newgorbalsha.org.uk](mailto:Lindsey@newgorbalsha.org.uk)

We look forward to receiving your application.

Fraser Stewart  
**Director**



# 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 those 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

Job Details			
<b>Job Title</b>	Head of Finance	<b>Service Area</b>	Finance & Administration
<b>Based</b>	200 Crown Street, Gorbals, Glasgow, G5 9AY <i>(Hybrid working arrangements may be considered, with a minimum of 4 days per week in the office required)</i>	<b>Hours of work</b>	35 hours per week
<b>Report to</b>	Director	<b>Responsible for</b>	Finance, ICT & Admin
<b>Grade</b>	EVH Grade 10 SM17 – SM19 £80,045 - £83,399	<b>Date completed</b>	October 2025

## Job Summary

As a member of the Senior Management Team, the Head of Finance will be responsible for leading and managing the Finance, Administration and IT functions (total of 10 staff). The Head of Finance will provide strategic and operational Accounting, Financial, Treasury, Audit (Internal & External) and Administration services to the Association, ensuring financial sustainability, and regulatory compliance.

## Behaviours & Competencies

We want our Head of Finance to be able to demonstrate the following behaviours and competencies:

- Put customers at the heart of everything we do.
- Remove the barriers that get in the way of delivering excellent customer service.
- Take responsibility for achieving excellent performance results.
- Sensitivity in managing relationships with Committee members, service users, stakeholders and staff.
- Strategic thinker, who can turn vision into effective plans.
- Highly skilled listener.
- Excellent communication both written and oral and interpersonal skills.
- Self-aware and self-motivated.
- Excellent organising ability and time management skills.
- Ability to take responsibility for own learning and continuous improvement.
- Ability to represent the Association in a positive and effective manner.

PERSON SPECIFICATION		
	Essential	Desirable
<b>QUALIFICATIONS</b>		
Educated to degree level in finance, accounting or related professional qualification in financial management or alternative finance qualification.	*	
Membership of a recognised professional accountancy body e.g., ACCA, CIMA, CIPFA	*	
<b>SKILLS &amp; ABILITIES</b>		
Effective leadership, coaching, mentoring, motivational and conflict resolution skills.	*	
Strategic thinker with business acumen.	*	
Ability to interpret and analyse complex data, review alternative solutions and reach well-informed conclusions.	*	
Strong, verbal reasoning, presentation and written communication skills.	*	
Strong negotiation and influencing skills.	*	
Self-reliant and able to plan, prioritise and work effectively under pressure.	*	
Experienced in identifying and monitoring risks.	*	
Ability to ensure effective use of IT in service delivery and performance.	*	
<b>EXPERIENCE &amp; KNOWLEDGE</b>		
Demonstrable experience at Senior Management level within an organisation of relevant size and complexity.	*	
Experience of working effectively with Committee, or Group Structures including experience of writing and presenting appropriate reports.	*	
A proven track record of providing high level financial advice directly to Committee and the Senior Management Team.	*	
Extensive experience in budgeting, forecasting and financial reporting.	*	
Ability to produce robust financial plans and budgets, and of monitoring and reporting.	*	
Preparation of statutory accounts and liaison with external auditors.	*	
Experience of working within a regulated environment including and reporting to organisations including the Scottish Housing Regulator, FCA and OSCR.	*	
Leading, motivating, supporting and developing individual staff members and teams.	*	
Experience of formulating and implementing financial policy and strategy.	*	

Significant experience in all treasury activities ranging from preparing the treasury policy and strategy to overseeing its implementation including raising of long-term funding.	*	
Ensuring compliance with statutory regulations, tax law and corporate governance requirements.	*	
Previous experience of working with Audit Committees.		*
Previous experience of working within a Registered Social Landlord.		*
An understanding of the Housing Association grant and funding regime.		*
Experience of BRIXX software for planning and submitting 5YPF to the Scottish Housing Regulator.		*
Experience of using Homemaster housing software		*
Experience of contributing to IT systems strategy, development and implementation.	*	
Experience in supporting staff within your team and other sections to meet operational finance requirements and preparation and monitoring of budgets.	*	
Experienced VAT compliance including Development Agreement works, Group Structures and Partial Exemption methods.	*	
Experienced in Pension regulations and management of pension schemes.	*	
Experienced in payroll preparation, personal taxation and NI.	*	
<b>OTHER</b>		
Be honest and reliable, trustworthy and respectful.	*	
Able to work as an effective member of the Senior Management Team.	*	
Understand the aims and objectives of the Association and the role it plays in the local community.	*	
Be committed and resilient and have a flexible and adaptable approach to work requirements.	*	
Be committed to the ethos and values of Community Controlled Housing Associations, community democracy and participation.	*	
Demonstrate professionalism and the ability to maintain confidentiality and display impeccable conduct.	*	
Able to work constructively within the SMT, Management Committee and across the Association to deliver organisational objectives.	*	

Job Description	
Role output	Includes the requirement to:
<b>Financial Management &amp; Budgetary Control</b>	<ul style="list-style-type: none"> <li>• Ensure that the Association's financial affairs are properly managed and controlled and that effective financial strategies are in place for supporting and sustaining all of NGHA's functions.</li> <li>• Lead the finance function developing &amp; implementing a financial &amp; treasury strategy ensuring financial sustainability.</li> <li>• Oversee stock valuations and security capacity.</li> <li>• Deliver and regularly review all financial operations, accountancy procedures and controls to comply with SHR, OSCR, HMRC and funders requirements protecting NGHA's assets and charitable status.</li> <li>• Lead on the annual budget process and longer-term financial forecasting for the association.</li> <li>• Monitor performance against budget and associated forecasts through production of management accounts and other reports as required, advising on action to be taken.</li> <li>• Lead and ensure timely and accurate submission of monthly, quarterly and annual accounts and other returns as required.</li> <li>• Develop financial policies and procedures.</li> <li>• Manage cash flow, reserves and investment strategies.</li> <li>• Ensure that the Association meets its existing and future loan covenants and has sufficient financial resources to meet the long-term business planning requirements, including the effective and timely negotiation of funding agreements.</li> <li>• Oversee the financial and regulatory integrity of payroll, VAT returns, pensions and other payments to HMRC.</li> <li>• Work with internal/external auditors and consultants on providing financial and management information data, structured feedback and written narrative as required.</li> <li>• Oversee internal audit processes and financial reviews to maintain integrity and accuracy of financial statements.</li> <li>• Oversee the financial viability of our factoring service, including annual charge increases.</li> <li>• Lead on all financial management issues with the Associations subsidiary including long term planning, annual audit and budgetary control.</li> <li>• Manage the Associations utility portfolio including tendering of supplies.</li> </ul>

<b>Risk management &amp; Insurance</b>	<ul style="list-style-type: none"> <li>• Procure adequate insurance cover in respect of buildings, office premises, equipment, public liability, cyber security, management liability, employer liability and vehicle fleet.</li> <li>• Manage all insurance policies in respect of insurance valuations and claims management.</li> <li>• In partnership with senior manager colleagues, develop and report on the association's risk management strategy.</li> </ul>
<b>ICT</b>	<ul style="list-style-type: none"> <li>• Lead on the association's digital transformation initiatives.</li> <li>• Ensure appropriate maintenance and updating of our IT and software systems.</li> <li>• Ensure systems are in place which adequately protect the security of financial data and our IT systems including the association's disaster recovery plan.</li> <li>• Lead on reviewing, assessing and recommending ICT improvements for the Association in conjunction with other team members.</li> </ul>
<b>Governance &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Prepare and submit all financial returns to the Scottish Housing Regulator, FCA and OSCR.</li> <li>• Prepare Committee reports, understandable by Committee members without a finance background, for information and decision making.</li> <li>• Ensure that a programme of ongoing self-assessment of compliance with Regulatory Framework and Regulatory Standards of Governance and Financial Management in relation to the Finance function to ensure compliance of the Annual Assurance Statement.</li> <li>• Oversee the association is compliant with data protection compliance including GDPR, SARs and FOI.</li> <li>• To lead and manage the procurement and purchasing requirements for the Association's goods, equipment and services.</li> <li>• Collaborate with Governance on the Associations Internal Audit programme in relation to Finance and ICT matters, including Committee oversight of the External Audit process.</li> <li>• Collaborate with the SMT to produce the Associations business plan.</li> </ul>

<b>Senior Management Team</b>	<p>To assist the Director to manage the Association on a day-to-day basis and formulate policy, strategy, planning and budgeting, including:</p> <ul style="list-style-type: none"> <li>• To be a member the SMT and contribute to the management of the Association accordingly.</li> <li>• Participate in the development, review and updating of the Association's key strategic plans and documents including the Strategic Business Plan, budgets and policy reviews.</li> <li>• Co-ordinating and monitoring the implementing of the policies and decisions of the Management Committee and its Sub Committees through staff and to report as appropriate.</li> <li>• Compiling and presenting reports to the Management Committee, Sub Committees and New Gorbals Property Management (NGPM) Board.</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• To lead, manage, support and develop our finance and administrative staff, including identifying training and development opportunities.</li> <li>• Support and develop operational managers to build strong, motivated, engaged staff teams and seek continuous improvement in service delivery.</li> <li>• To oversee and manage the work of the finance and administrative team.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Liaise closely with other members of staff and external bodies/partners.</li> <li>• Attend seminars or other training events as appropriate</li> <li>• Review policy and procedure as required.</li> <li>• Report to and support the Management Committee and its Sub Committees as appropriate.</li> <li>• Comply fully with the Association's standing orders, policies, rules and procedures.</li> <li>• Undertake other appropriate work, as directed by the Director.</li> </ul>
<b>Interdependencies</b>	
Management Committee Director Senior Management Team Factoring Manager Other sectional teams including Maintenance, Governance & Communications, Communities and Development	Contractors Consultants Auditors Insurers Partner RSLs and agencies Scottish Housing Regulator (SHR) Financial Conduct Authority (FCA) HMRC Banks and lending partners

# What we Offer

New Gorbals Housing Association are full members of Employers in Voluntary Housing (EVH Ltd). We offer the following benefits, not all of which form your contract of employment.

Salary Scale	EVH Grade 10 Spinal Points SM17 - SM19 £80,045 - £83,999
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

<b>Closing Date</b>	5pm on Wednesday 4 March 2026
<b>Interviews</b>	Week Commencing 23 March 2026

Any application forms received after the closing date will not be considered.  
Please note CVs will not be accepted.

Should you require any further information on this post, please do not hesitate to contact Lindsey Dinnen, HR Manager on 0141 429 3900 or  
[Lindsey@newgorbalsha.org.uk](mailto:Lindsey@newgorbalsha.org.uk)

We look forward to receiving your application form.



# NEW — GORBALS

HOUSING ASSOCIATION

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