



**Finance Manager**

**Information pack**

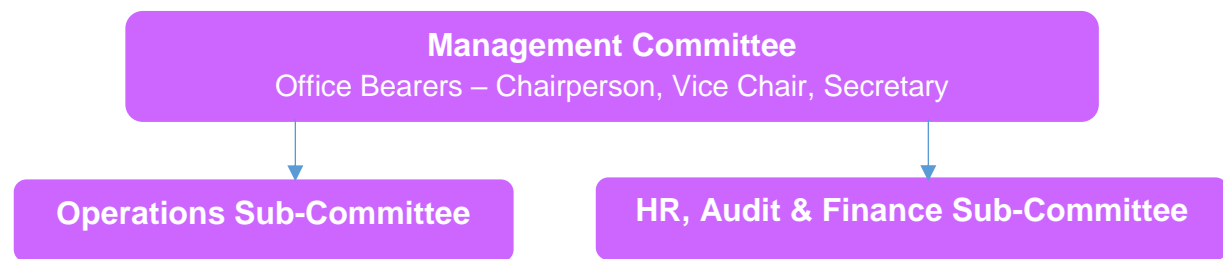
## About Us – Provanhall Housing Association

Provanhall Housing Association (PHA) is a community-focused housing provider based in the heart of Greater Easterhouse, Glasgow. With approx.530 homes under management, we are committed to delivering high quality, affordable housing and supporting the wellbeing and prosperity of our tenants.

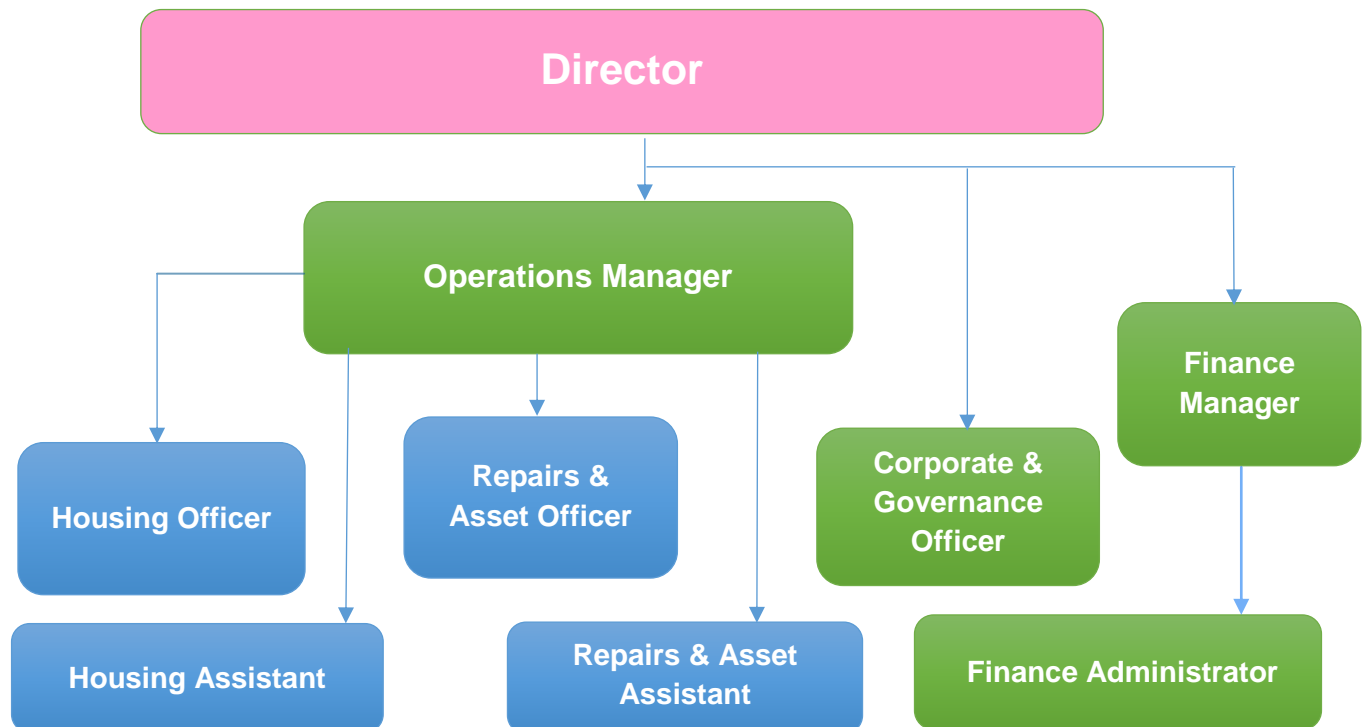
We take pride in being a locally rooted organisation, working closely with residents and partners to build a stronger, more vibrant community. Our team is passionate about providing excellent customer service and continuously improving the way we work to meet the evolving needs of our tenants.

At PHA, we believe that a good home is the foundation for a good life—and we are here to make that a reality for everyone in our community.

### Management Committee



### Staff Team



## Benefits & Support at Provanhall Housing Association

At PHA, we value our team and are committed to providing a supportive and rewarding working environment. Our staff enjoy a range of benefits designed to promote wellbeing, career development, and work-life balance.

### Pension Scheme

We offer access to the SHAPS Defined Contribution Pension Scheme, with flexible options:

- Employee contributions: 3% to 5%
- Employer contributions: 6% to 10%

### Career Development

We invest in your growth. Whether you are looking to enhance your current skills or progress into management, we will support you with access to:

- Professional qualifications
- Vocational training
- On-the-job learning opportunities

### Annual Leave

Our generous leave package includes:

- 25 days annual leave
- 15 public holidays (as set by Employers in Voluntary Housing - EVH) Leave is pro-rated for part-time staff and runs from 1 April to 31 March.

### Family-Friendly Policies

We understand the importance of balancing work and personal life. We offer:

- Support for changing personal circumstances
- Maternity, Paternity & Adoption Leave
- We provide enhanced support for parents and carers, including:
  - Generous leave arrangements above statutory minimums
  - Continued recognition of your contribution during leave periods
  - Flexible working arrangements
  - Flexitime with opportunity to work 9-day fortnights

## **Special Leave**

Staff can apply for additional time off in specific circumstances. Special leave may be granted with or without pay, depending on the situation.

## **Company Sick Pay**

We provide paid leave during absence depending on your length of service. Sick leave on full pay will be paid for a period between 5 and 26 weeks in any 12-month rolling period (subject to your length of service) and thereafter sick leave on half pay.

## **Eye Care Support**

We provide you an allowance each year, which you can apply for towards spectacles that you require for VDU use. The amount is set by EVH annually.

## **Employee Assistance Programme (EAP)**

Balancing the demands of work and your personal life is not always easy. Our Employee Assistance Programme is a free confidential 24-hour service providing specialist support and information for you and your immediate family on life management, health information and personal support for the times when you need it most.

## **Flu Vaccinations**

To protect our staff annually we will reimburse you for a flu vaccination fee arranged in your own time.

## **Cycle to Work**

We operate a cycle to work scheme, in partnership with Evans Cycles. This allows staff members to make tax and NI savings through salary sacrifice.

## **Our Recruitment Process**

### **Selection Process**

Once the job advert is closed, your information will be sent for shortlisting to the recruitment panel. You will be notified whether or not your application will be progressed to the next stage of the selection process. The selection process varies between roles but as a minimum normally includes an assessment of the application form/personal statement and a competency based interview.

Details of what the selection process will involve for the role you have applied for will be included in the Recruitment Pack, with further information provided to you as necessary during the selection process.

## **Reserve List**

Where the selection process identifies more appointable candidates than positions available, a reserve list will be retained for up to 6 months for future appointments. There will be no need for further assessment.

## **Pre-appointment Checks**

If you are successful, we will complete enquiries into employment history, qualifications, and relevant disclosure check to ensure that you are qualified and suitable for the appointment.

When the pre-employment enquiries are satisfactorily completed, we will make you a formal offer of appointment and you to take up the appointment as soon as possible, subject to any notice period you may have with your current employer.

## **Criminal Convictions**

For most roles, successful candidates will be subject to a Disclosure check prior to an offer of employment being confirmed. The level of Disclosure check is role specific. You will be sent a Criminal Conviction Declaration Form along with your invite to interview, which you must complete and return.

## **Induction**

Successful candidates will be enrolled onto our Induction Programme for the first three months into your role.

## **Probation**

We operate a probationary period for all new employees, which forms part of the contract of employment. This is managed in conjunction with our Induction Process.

## **Data Protection Act 2018 and the General Data Protection Regulation (GDPR)**

Personal information that you provide during any stage of the recruitment and selection process will be treated in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

## **Equality & Diversity**

We are committed to ensuring that everyone in here, and those who encounter the organisation, including prospective candidates and job applicants, are treated fairly, with dignity and respect.

PHA is committed to advancing equality of opportunity in recruitment and selection, regardless of age, disability, race, religion or belief, marital or civil partnership status, pregnancy or maternity, gender reassignment, gender, sexual orientation or any other personal characteristic or status.

## **Blind Recruitment**

To ensure we support this commitment, our selection approach before the interview stage is managed anonymously, commonly referred to as 'name blind' recruitment. This means that your personal details will be removed from your application during the shortlisting process.

## **Disability Confident Scheme & Reasonable Adjustments**

PHA is a member of the Disability Confident scheme and under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010 and who meet the essential minimum criteria for the post, will be progressed to the next stage of the selection process.

We will also ensure that we consider and implement any reasonable adjustments you may require to participate in the selection process or during the course of your employment, should you be successful in securing a post. Please ensure that you notify us of any reasonable adjustments' requests at the earliest possible opportunity to allow us to make the necessary arrangements.

## **Diversity Monitoring**

The application process includes an Equal Opportunity Monitoring Form. The information you provide here will be treated in the strictest confidence and will be retained for monitoring purposes. Apart from our Director, who is responsible for HR procedures, it will be kept separately from your application form and will not be made available or disclosed to those involved in the selection decision.

## Person specification – Finance Manager

Qualifications	Essential	Desirable
Professional accounting qualification (e.g. ACCA, CIMA, CIPFA)	✓	
People management qualification or commitment to training		✓
Evidence of continuing professional development		✓
Job Knowledge	Essential	Desirable
Demonstrable knowledge of financial regulations and governance	✓	
Accounting systems and internal audit knowledge	✓	
Understanding of statutory and regulatory requirements for finance	✓	
Risk management and insurance practices knowledge	✓	
Charity accounting and OSCAR requirements including FRS012, FCA etc.	✓	
Experience	Essential	Desirable
Minimum 5 years' experience in Social Housing Sector	✓	
Financial management, strategy development experience and business planning	✓	
Production of Trial Balances and monthly Budget Variance Reports	✓	
Delivery of payroll and pension in company	✓	
Budgeting, production of quarterly management accounts, and statutory returns	✓	
Lead on external audit	✓	
Treasury management and loan portfolio oversight	✓	
Statutory returns preparation and submission	✓	
Grant funding and claims experience	✓	
Managing IT systems and finance / payroll software	✓	
Skilful in using Excel to prepare reports and present data	✓	
Skills	Essential	Desirable
Financial analysis and reporting skills, strategic thinking and problem-solving skills	✓	
Strong organizational skills and attention to detail	✓	
Manage multiple priorities and work under pressure in a dynamic environment	✓	
Looks positively for solutions rather than obstacles in problem solving	✓	
A methodical and flexible approach to organising and prioritising a varied workload	✓	
Ability to work collaboratively and independently	✓	
Self-motivated, able to use own initiative with minimal supervision	✓	
Ability to meet demanding personal and team deadlines	✓	
Ability to form effective working relationships with internal and external customers	✓	
Willingness to take responsibility and make decisions and develop assistant staff	✓	
Excellent communication and development skills	✓	
Embrace change and enjoy a challenge	✓	
Produce information and reports using different IT and media formats	✓	
Personal Attributes	Essential	Desirable
Flexibility to work out-with office hours e.g. attend evening meetings	✓	
Customer centred approach, flexible, confident and assertive manner	✓	
Ability achieve aims and objectives	✓	
Open, honest and transparent who is flexible, open minded, empathetic, inclusive & adaptable to change approach to work	✓	
Effective team player with ability to cope with changing circumstances and demand	✓	
<b>This job description is designed to provide a general statement of the required tasks, duties and responsibilities. It is not exhaustive and may be subject to amendment and/or review depending on business needs from time to time.</b>		

## Job Description – Finance Manager

Job Details			
<b>Title</b>	Finance Manager	<b>Responsible to</b>	Director
<b>Department</b>	Corporate Team	<b>Responsible for</b>	Finance Administrator
<b>Grade</b>	EVH Grade SM1 – SM3	<b>Last reviewed</b>	September 2025
Job Summary			
<p>The main purpose of this role is to work as part of and lead your team to provide a first class finance service, delivering significant improvements across key aspects of the function. Operating within a strong performance culture you will be expected to deliver excellent performance results. You will play a role in the finance team which places internal &amp; external customer service, sound financial management and continuous improvement at its centre. You will be empowered to deliver 'right first time' services, offering solutions for our customers and the organisation. You will be instinctively customer focussed and have a can do attitude to ensure that our staff, committee, stakeholders and customers' experience of service remains positive. You will understand the importance of working with partner agencies to achieve great outcomes and work to engender positive partnerships.</p>			
Job Outputs			
Role output	Includes the requirement to:		
Deliver continuous improvement in business performance	<ul style="list-style-type: none"> <li>• Manage and improve performance across the range of key performance indicators, with a particular focus on business critical needs</li> <li>• Engender a range of staff communication methods to achieve continuous improvement</li> <li>• Be responsible for budget setting, control and sound budget management</li> <li>• Ensure excellent financial information is available for the management team and the management committee and play an active role in the management team</li> <li>• Deliver value for money</li> <li>• Deliver continuous improvement in performance (self and others)</li> <li>• Lead by example and be an effective role model</li> <li>• Meet corporate requirements for all accreditation and regulatory frameworks</li> <li>• Assist in business planning</li> <li>• Prepare annual accounts for audit together with full set of working papers</li> <li>• Oversee the preparation of quarterly management accounts</li> <li>• Ensure appropriate insurance cover</li> <li>• Ensure effective treasury operations</li> <li>• Lead on risk management and internal/ external audit requirements</li> <li>• Annual update to long term financial projections model</li> <li>• Ensure effective internal controls.</li> <li>• Review and update financial regulations and procedures</li> <li>• Prepare annual treasury management report and strategy</li> </ul>		
Ensure effective communication with customers and partners	<ul style="list-style-type: none"> <li>• Ensure customer commitments are delivered</li> <li>• Resolve customer issues and complaints and apply creative thinking to identify personalised solutions</li> <li>• Attend meetings with partners, suppliers and stakeholders to lead initiatives or resolve particular issues</li> <li>• Ensure effective relationships with bankers, lenders, funders, insurers, etc.</li> </ul>		



<b>Role output</b>	<b>Includes the requirement to:</b>
Well maintained, attractive and vibrant communities	<ul style="list-style-type: none"> <li>• Play an active role in liaising with our corporate, repairs and housing colleagues</li> <li>• Identify funding solutions for proposed activities with colleagues</li> <li>• Identify and contribute to partnership initiatives</li> </ul>
Lead an effective finance service that will support the delivery of a comprehensive range of services	<ul style="list-style-type: none"> <li>• These services will include: <ul style="list-style-type: none"> <li>○ Landlord functions</li> <li>○ Wider action</li> <li>○ Asset management</li> <li>○ Supported staff team (1 Finance Assistant)</li> <li>○ Partnership working</li> <li>○ Office management, treasury management, petty cash, etc.</li> </ul> </li> </ul>
Community Governance	<ul style="list-style-type: none"> <li>• Support the management committee, attending committee meetings (and other forums where required) and offer profession guidance</li> <li>• Ensure robust, regular and effective financial reporting to the management committee</li> <li>• Be the lead officer for HR, Audit &amp; Finance Sub-Committee</li> <li>• Support and develop other consultative and representative forums</li> <li>• Present annual accounts to AGM</li> </ul>
Ensure Compliance with professional, regulatory, statutory and corporate requirements	<ul style="list-style-type: none"> <li>• Comply with and implement all our policies and procedures</li> <li>• Comply with FRS102, SORP, FCA, etc. requirements</li> <li>• Comply with all SHR and legal requirements</li> <li>• Act ethically and with integrity, taking account of the employee code of conduct and lead by example</li> <li>• Prepare and submit 5 year projections and loan portfolio return to SHR</li> </ul>
General	<ul style="list-style-type: none"> <li>• Be flexible and respond to dynamic and changing needs of the organisation.</li> <li>• Lead by example</li> <li>• Contribute to the effective strategic and operational objectives of the Senior Management Team working closely with Operations Manager and Director providing real time analysis and insight to the team and Management Committee.</li> <li>• Deputise for the Director as required</li> </ul>
Policy	<ul style="list-style-type: none"> <li>• Review and implement new and revised policies for organisational improvement</li> </ul>



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