



# **Senior Finance Officer**

# **Information pack**

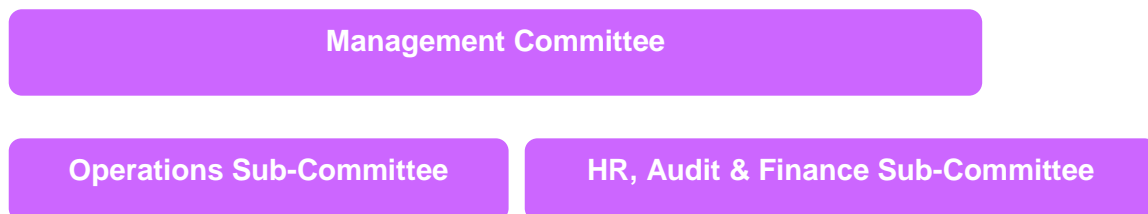
## About Us – Provanhall Housing Association

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.

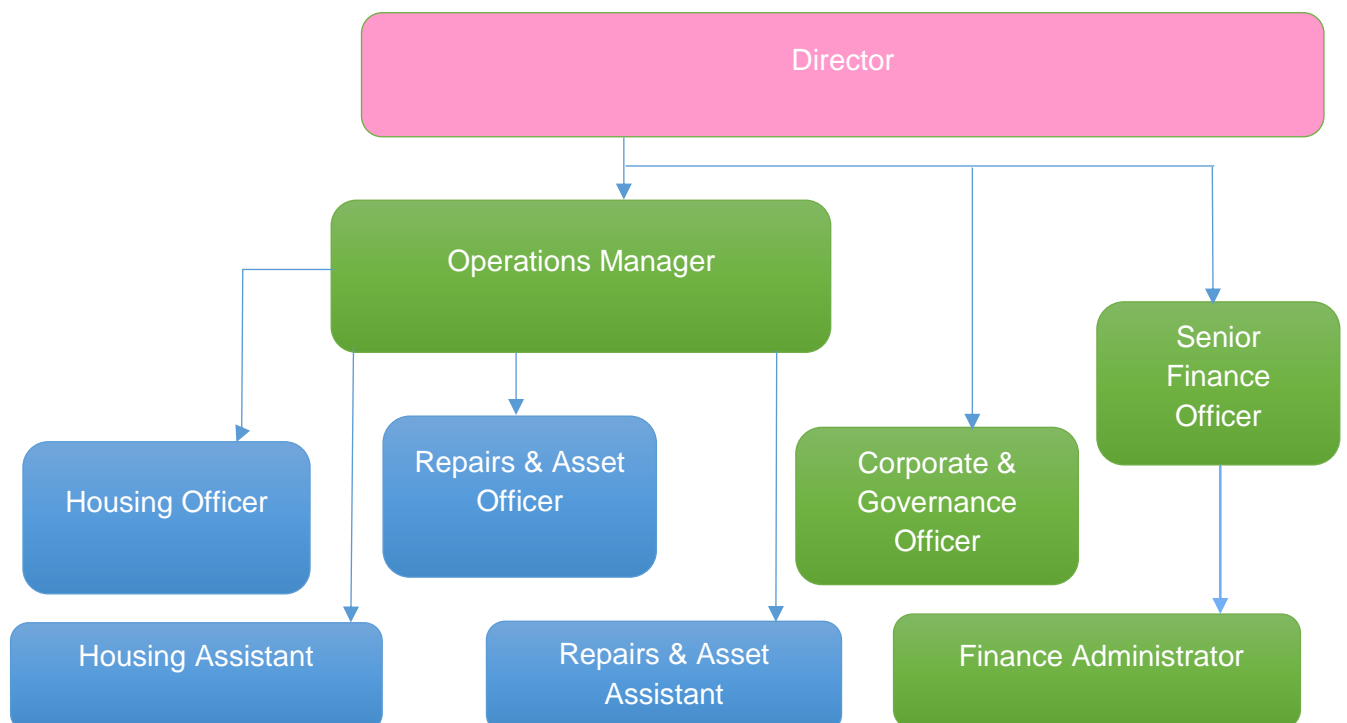
We take pride in being a locally rooted organisation, working closely with residents and partners to build a stronger, more vibrant community. Our team is passionate about providing excellent customer service and continuously improving the way we work to meet the evolving needs of our tenants.

At Provanhall, 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 Provanhall Housing Association (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 – Senior Finance Officer

Qualifications	Essential	Desirable
Professional accounting qualification (e.g. ACCA, CIMA, CIPFA)	✓	
Degree in finance, accounting, or related discipline		✓
Evidence of continuing professional development		✓
Job Knowledge	Essential	Desirable
Knowledge of financial regulations and governance	✓	
Accounting systems and internal audit knowledge	✓	
Awareness of Scottish Housing Regulator requirements	✓	
Risk management and insurance practices knowledge		✓
Charity accounting and OSCR requirements		✓
Understanding of statutory and regulatory requirements for finance	✓	
Experience	Essential	Desirable
Minimum 2 years' experience in Social Housing Sector	✓	
Financial management and strategy development experience	✓	
Budgeting, management accounts, and statutory accounts preparation	✓	
Internal and external audit experience	✓	
Treasury management and loan portfolio oversight	✓	
Statutory returns preparation and submission	✓	
IT systems and finance software management		✓
Grant funding and claims experience		✓
Skilful in using Excel to prepare reports and present data	✓	
Skills	Essential	Desirable
Financial analysis and reporting skills	✓	
Strategic thinking and problem-solving	✓	
Ability to manage multiple priorities	✓	
Strong organizational skills and attention to detail	✓	
Ability to manage multiple priorities and work under pressure	✓	
Looks positively for solutions rather than obstacles in problem solving	✓	
Ability to work collaboratively and independently	✓	
Self-motivated, able to use own initiative with minimal supervision	✓	
Work under pressure in a dynamic environment	✓	
Embrace change and enjoy a challenge	✓	
Produce information and reports using different IT and media formats		✓
Personal Attributes	Essential	Desirable
Open, honest and transparent who is flexible, open minded, inclusive & adaptable to change approach to work	✓	
An effective team player with the ability to cope with changing circumstances and demand	✓	
Committed to delivering excellent customer service	✓	
Empathetic and community-focused	✓	
Committed to personal development	✓	
<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 – Senior Finance Officer

## Job Details

<b>Title</b>	Senior Finance Officer (SFO)	<b>Responsible to</b>	Operations Manager
<b>Department</b>	Corporate Team	<b>Responsible for</b>	NA
<b>Grade</b>	EVH Grade 8	<b>Last reviewed</b>	September 2025

## Job Summary

The Senior Finance Officer (SFO) plays a pivotal role in ensuring the financial integrity and strategic financial planning of Provanhall Housing Association (PHA). This position oversees the finance and IT functions, supports corporate planning, and contributes to the long-term financial sustainability of the organisation.

## Corporate Responsibilities

- Uphold the values, policies, and procedures of PHA, including the staff code of conduct.
- Maintain confidentiality in all matters relating to tenants, applicants, and colleagues.
- Participate in training and development to maintain up-to-date knowledge and skills.
- Keep informed of changes in finance legislation, regulatory requirements, and best practice.
- Undertake any other duties required to support the effective functioning of PHA.
- Act as a positive ambassador for the organisation.
- Endeavour to achieve Value for Money in all the delivery of services.
- Reflect on personal behaviours and contribute to team development.

## Detailed Purpose of the Job

- **Regulatory Returns:** Prepare and submit statutory returns to relevant bodies including the Scottish Housing Regulator, HMRC, OSCR, and the Financial Services Authority in a timely and accurate manner.
- **Quarterly Accounts:** Produce quarterly management accounts and performance reports for review by the Management Committee, HR, Audit & Finance Sub-committee and Senior Management Team.
- **Reconciliations:** Ensure regular reconciliations of bank accounts, loan portfolios, and other financial records to maintain accuracy and compliance.
- **Preparation of Annual Accounts:** Lead the preparation of annual financial statements in accordance with statutory requirements and accounting standards.
- **Working with Internal and External Auditors:** Liaise with auditors during internal and external audits, ensuring all documentation and processes are transparent and compliant.
- Process payroll and associated Pension PAYE NI administration.
- Process and pay VAT returns.
- Work with Operations Manager and Director to provide monthly Budget Variance Report and Capital Expenditure report.

## Teamwork & Community Engagement

- Provide reports on financial performance to wider team on monthly and ad-hoc basis.
- Build sound working relationships with other local housing association peers.
- Contribute to continuous improvement of services through feedback and collaboration. Work collaboratively with colleagues across departments including Housing Management, Maintenance, Administration, and Community Regeneration.
- Contribute to policy development and strategic planning as a member of the Senior Management Team.

## Health & Safety

- Comply with the Company Health & Safety policies.

