

Finance Business
Partner

West of Scotland
Housing Association



Recruitment Pack



Read our
Recruitment charter on
[Recruitment Charter](#)

WELCOME

Thank you for your interest in West of Scotland Housing Association. This pack explains who we are, what we need from you and what you need to do to apply.

Our values shape how we act, our decisions and the services we provide. We want a staff team and Board that shares our values and puts customers at the centre of service delivery.

Our staff are at the heart of our business and we support them to be their best which is demonstrated with 84% of staff saying WSHA is a good place to work.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, or religion or belief. We are particularly interested to hear from applicants with a disability, or from a black, asian or minority ethnic background.

Disabled applicants who meet the essential criteria will, where possible be granted an interview under the Disability Confident scheme.

We are committed to achieving high standards of quality in recruitment and to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner.

We look forward to receiving your application.





ABOUT US

Founded in 1965, West of Scotland Housing Association (WSHA) strives to be more than just a landlord. What sets us apart is the way in which we go further to improve the lives of our tenants, innovatively responding to your needs as your lives change.

We provide around 4,500 homes across the West of Scotland and go further to provide housing you can call home. We have a wide range of homes to suit you at every stage of your life including tenemental flats, family homes, amenity properties and sheltered housing.

OUR VISION

We go further to provide housing you call home.

OUR MISSION

Our mission is to provide affordable and sustainable housing and services to enhance lives and empower communities in the west of Scotland. We will do this through engaging with our customers and partners, ensuring that every voice is heard and valued.



To ensure our values are reflected in everything we do, we have created a **Values Framework** which outlines the behaviours expected of our staff, managers and Board.



WORKING FOR US

Access to a personal health care plan for you and your family.
Access to staff shopping discounts and salary sacrifice staff tech and EV scheme

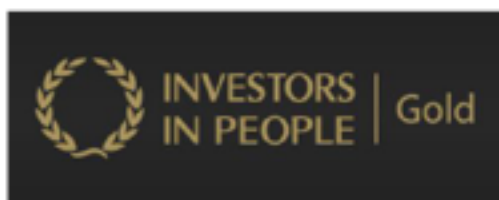
We are a member of Employers in Voluntary Housing (EVH)

Free access to a comprehensive Employee Support and Wellbeing Service

Generous holiday allowance of 40 days

Strong focus on staff health & wellbeing including free flu jabs and annual health checks.
Cycle to work Scheme and secure bike shed at office

Friendly, inclusive environment and with the flexibility of a hybrid model of working (mix of home and office) if the role allows





Pension:

We offer a SHAPS defined contribution scheme provision to all staff employed by West of Scotland Housing Association.

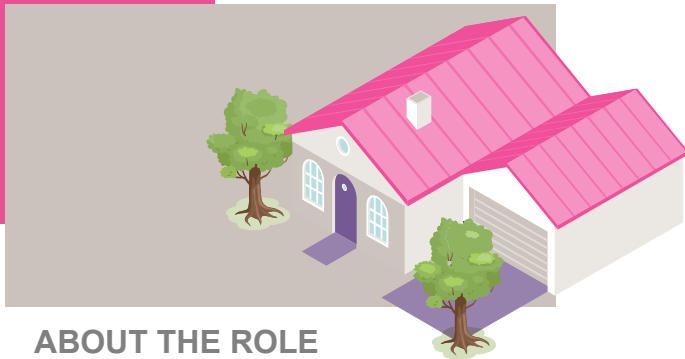
The employee can contribute a minimum of 3% to the scheme.

The employer will contribute twice the employee contribution to a maximum of 10%.

Our pension scheme contributions are based on a salary sacrifice arrangement whereby the employer gives 100% of NI savings to the employee.

In addition to the above, we also provide staff with Critical Illness cover and Life Cover x 3 salary.





ABOUT THE ROLE

- ★ Job Title: Finance Business Partner
- 🏠 Department: Finance
- 📍 Location: Glasgow, G40
- 💖 Salary Scale: Grade 8 £48,597 - £52,578 per annum

Following a review of our Finance department we are looking to recruit two Finance Business Partners, who shares our values and will use them to guide the way they work on a daily basis. You will be accountable to our Finance Manager.

You will work in partnership between finance and operational departments and aligning operational and service delivery demands with financial performance to ensure the provision of a high quality and responsive finance service including providing accurate financial information for managers and stakeholders.

You should:

- Have the ability to clearly communicate financial matters to a non-financial audience and able to adapt natural communication style to suit a range of audiences/need.
- Be highly numerate with the ability to interpret and analyse complex data, review alternative solutions and reach well informed conclusions.
- Have strong finance Business Partnering experience, including budget setting and monitoring
- Have a Professional Accountancy Qualification
- Be flexible and positive attitude to change and continuous improvement in all aspects of finance service delivery.





MAIN RESPONSIBILITIES

- Build and maintain strong relationships with relevant operational managers and their teams, acting as a trusted advisor on both new projects and developments and day to day performance.
- Lead on the production of reports, analysis and performance reporting including monthly management accounts with variance analysis for relevant business areas.
- Lead on the production of annual financial statements and other stakeholder reporting for areas of responsibility, in accordance with regulatory and statutory requirements.
- Act as the key liaison with relevant operational teams and support with the preparation of budgets and cash forecasts and contribute to corporate planning as appropriate.
- Preparation of Management Accounts and cashflows on a monthly basis, and reviewing and monitoring performance against budget, investigating variances, identifying drivers and discussing and agreeing actions with relevant managers and budget holders.
- Ensure own continuous development and knowledge is up to date in line with sector related developments, tax, accounting and other relevant legislation and best practice.
- Co-ordinate inputs to the Annual Budget and contribute to the preparation of the Business Plan and other strategic plans.
- Maintain and provide financial assurance and effective internal controls.
- Preparation and presentation of reports in relation to accounting and financial planning and performance.
- Ensure tax and regulatory compliance by identifying legislative change or opportunities for improvement in processes or structures and the preparation of VAT and other relevant returns.
- Monitor, forecast and report on cash flow requirements co-ordinating across the WSHA Group on the operational management of treasury activities.
- To develop and review financial appraisals for services and new build developments.
- Manage the preparation of subsidiary management and statutory accounts including review of intercompany activities and balances.
- Support operational teams with grant applications and the reporting of performance and other financial requirements to stakeholders.
- Support with system and process developments to drive efficiencies and value for money across the WSHA Group.
- Any other activity necessary for the fulfilment of the Association's aims and objectives and within the job purpose of the role.

The list above is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

PERSON SPECIFICATION CRITERIA

Essential Criteria - Applicants are required to meet all essential criteria to be considered for shortlisting. Where an essential criterion is highlighted in bold, a higher weighted score will be given to applicant's attitude in that area.

Assessment Method -Applicants should note that the method of assessing individual applications is given in the assessment column (**Ass Method**) as follows:
AF – Application Form; I-Interview, P – Presentation, PSY – Psychometric testing

	Assessment Method	E	D
Skills & Qualities			
Ability to clearly communicate financial matters to a non-financial audience and able to adapt natural communication style to suit different audiences.	AF/I	*	
Strong relationship management skills and can influence and engage to establish effective business partner relationships	AF/I	*	
Ability to plan and prioritise effectively, in order to achieve demanding personal and team targets and deadlines.	AF/I	*	
Excellent presentation and report writing skills and the ability to convey information clearly and concisely to financial and non-financial customers.	AF/I	*	
Highly numerate with the ability to interpret and analyse complex data, review alternative solutions and reach well informed conclusions.	AF/I	*	
Excellent interpersonal and customer service skills, friendly approachable and responsive.	AF/I	*	
Ability to challenge existing procedures and practices, think innovatively and develop cost effective solutions to support service delivery.	AF/I	*	
Flexible and positive attitude to change and continuous improvement in all aspects of finance service delivery.	AF/I/P	*	

Qualifications			
Professional Accountancy Qualification	AF	*	
Management and/or degree level qualification	AF		*

Other Requirements			
Ability to work in a team and independently to a high standard without supervision	AF	*	
Resilience and stamina required to fulfil a demanding position.	AF	*	



PERSON SPECIFICATION CRITERIA

Experience & Knowledge			
Strong finance Business Partnering experience, including budget setting and monitoring	AF/I	*	
Experience of providing advice to managers in resolving complex finance related issues	AF/I	*	
Experience with a Registered Social Landlord or housing related organisation	AF/I		*
Strong research and analytical skills to interpret management information and identify innovative financial solutions	AF/I	*	
Excellent working knowledge of advanced excel	AF/I	*	
An understanding of the Affordable Housing Supply Programme funding regime	AF/I		*
Significant experience of managing budgets, reporting on financial performance with appropriate variance commentary and identifying corrective actions where necessary	AF/I/P	*	
Experience of reviewing the financial control environment identifying where weakness may exist and implementing improved controls	AF/I	*	
Experience of implementing changes associated with external and internal auditor recommendations	AF/I	*	
Track Record of delivering performance improvement	AF/I	*	
Ability to consider the wider implications of decision making	AF/I	*	

Demonstration of the Values			
Respect - Treats everyone with empathy and kindness	I	*	
Inclusive – Aims to meet individual needs and recognise diversity	I	*	
Integrity - Acts with integrity and honesty always	I	*	
Improvement- Aims to continuously improve what we do to benefit our customers, staff, and stakeholders	I	*	
Support - Supportive in your approach to customers, staff, and stakeholders	I	*	



APPLICATION PROCESS

For further details and to apply online visit
www.westscot.co.uk/about-us/recruitment/.

If you require an application in another format please email
vacancies@westscot.co.uk or phone 0141 550 5600.

Late applications will not be considered. Applications submitted by email will receive an acknowledgement by return. If you would like us to acknowledge receipt of your posted application, please enclose a stamped addressed envelope with your completed application form



You should complete all sections of the application form and you will need to demonstrate how you meet **all** the essential job requirements on the person specification to be considered for an interview. Applications being completed using ChatGPT or similar AI tools will generally not be accepted and where this is suspected the application may be removed on receipt, from the process. You should also note that curriculum vitae, cover letters and supplementary material will not be considered

The West of Scotland Housing Association does not provide visa sponsorship. All applicants must have the right to work in the UK to apply for positions. Any offer of employment will be conditional upon verifying documentary evidence of right to work in the UK before employment commences.

Applicants with a disability are welcome to contact us regarding any adjustments, you require to the process.

CV's with cover letter must be returned by Monday 10th November 2025 @ 12 noon

PROVISIONAL INTERVIEW DATES:

1st interviews – W/C 24th November 2025



EQUAL OPPORTUNITIES

We value diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the equal opportunities form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will, where possible, offer interviews to applicants with a disability who we consider meet the essential criteria.

If you are unhappy with any part of the recruitment and selection procedure, you should contact the telephone number or our email address, given in the advertisement initially.

If you are still dissatisfied, you can request and make a formal complaint using our Comments, Complaints and Compliments procedure or if an internal applicant, through our grievance process.



GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

*Please read these notes carefully -
they are to help you make the best of your application.*



- 1 Preferably, applications should be completed online and if in writing then should be completed in black ink.
- 2 Please do not send in your Curriculum Vitae.
- 3 The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form. You will need demonstrated how you meet the essential job requirements to be considered for the post.
- 4 The selection panel will not make assumptions about the nature of the work from a list of job titles. It is not enough to state that you meet the essential requirement; you must demonstrate how you meet it to the panel with examples. Life experience and skills, as well as work experience may be used. Interviews will be offered to candidates who are the best fit to the post as well as meeting all the essential criteria. Where essential criteria are highlighted in bold, more weighting will be given to candidates with these attributes.
- 5 If you are short-listed for interview, the selection panel will wish to discuss the areas covered in the Person Specification in more detail.
- 6 Candidates must declare on their application form if you are related to any members of staff, Board Member, consultants or contractors or suppliers of WSHA. This will not necessarily be detrimental to your application.
- 7 All personal details will be removed, and applications are anonymised for the short-listing process.
- 8 The equal opportunities monitoring information is kept separately and does not form part of the Selection process.
- 9 As part of our Equalities Policy, we are a signatory to the Disability Confident scheme. We will offer interviews to applicants with a disability who we consider meet the essential criteria. However, in circumstances where we have a large number of applicants including a large number of applicants with a disability, interviews will be offered to those applicants with a disability that best meet the essential criteria.
- 10 We strive to be an inclusive organisation and we encourage candidates with disability to contact us if there are adjustments/assistance that we can provide to enable an application.
- 11 Please contact us if you require application information in a different format.
- 12 All interview candidates will be required to complete a criminal conviction declaration under the Rehabilitation of Offenders Act 1974, usually if invited for interview. Positions are subjected to the declaration is being completed.
- 13 Many of our positions are conditional on a Disclosure Scotland check being obtained.
Further information on applying for the correct level is provided to the successful candidate.
- 14 When sending your application as a word document, please ensure you add an electronic signature to confirm the application is true and complete.