

**Finance Manager**  
**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 Manager
- 🏠 Department: Finance
- 📍 Location: Glasgow, Hybrid model in place after probation
- ❤️ Salary Scale: EVH Grade 10 (SM7–SM9): £60,846 – £64,075 (pending uplift)

We are looking for a new Finance Manager who shares our values and will use them to guide the way they work on a daily basis. Reporting to our Director of Finance, you will manage key financial processes and ensure robust financial controls across WSHA and its subsidiaries. You will lead and develop our Finance Team, provide high-quality financial information to managers and stakeholders, and contribute to strategic decision-making as a member of our Leadership Team

### About you:

- Are a qualified accountant and member of a recognised professional accountancy body
- Have significant experience at manager or supervisor level in a complex organisation
- Can demonstrate strong leadership skills, motivating and inspiring teams
- Have substantial experience managing budgets, financial performance, and audit processes
- Possess excellent analytical, problem-solving and communication skills
- Experience in the housing sector is desirable but not essential.





## MAIN RESPONSIBILITIES

- As a member of WSHA's Leadership Team play a full role in decision making across the WSHA group and advise the Team, along with the Director of Finance, on relevant Finance implications of strategic and operational decisions.
- Monitor the allocation and supervision of the Finance function and ensure this is carried out in an efficient manner in accordance with regulatory and statutory requirements.
- To formulate and undertake periodic reviews of finance policies and procedures, including the introduction of new technology and equipment, and ensure compliance.
- Act as delegate for the Director of Finance when required.
- Manage and reconcile the Association's and subsidiaries' loan accounts in accordance with the Treasury Management policy.
- Make effective use of financial information, benchmarking against SHR data and with other RSLs as appropriate.
- Assist Association in maximising receipt of external funding used in activities and to monitor spend of this funding.
- Ensure own continuous development and knowledge is up to date in line with sector related developments.
- Prepare the Annual Budget and contribute to the preparation of the Business Plan and other strategic plans.
- Contribute to efficiency reviews and collate the annual Efficiency Plan.
- Maintain and control manual and digital accounting systems in a satisfactory manner and advise on their future development as appropriate.
- Maintain and provide financial assurance and effective internal controls.
- Oversee the preparation of salaries, ensuring that PAYE and NIC deductions are properly made, and appropriate records maintained. Ensure P11D benefit returns are accurately completed and submitted along with all other returns required.
- Preparation of budgets and cash forecasts and to 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.
- Preparation of the audited Annual Accounts and ensuring that they are in accordance with statutory requirements.
- Developing and maintaining the Association's component accounting system, ensuring accurate recording of data and adjustments.
- Preparation and presentation of Board reports in relation to accounting and financial planning where appropriate, including attendance at evening meetings.
- Oversee VAT registration, partial exemption method and ensure claims are made in accordance with timescales.
- Assist the Director of Finance in relation to the operational management of treasury activities.
- To ensure that statutory and regulatory returns are prepared and submitted on time to the Scottish Housing Regulator, OSCR, FCA and HMRC.
- To liaise with Scottish Housing Regulator, OSCR, FCA, HMRC, Solicitors, Bankers and Auditors and other bodies, as and when required.
- 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
<b>Skills &amp; Qualities</b>			
Excellent leadership and people skills, ability to develop, motivate, and inspire staff and teams.	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 internal and external customers	AF/I	*	
Excellent interpersonal and customer service skills, friendly approachable and responsive. Able to relate to a wide range of people at all levels.	AF/I	*	
Resilience and organisational skills required to fulfil a busy position.	AF	*	
Good problem solving skills and highly numerate with the ability to interpret and analyse complex data, review alternative solutions and reach well informed conclusions	AF/I/P	*	
Strong negotiating and Influencing skills	AF/I		*

<b>Qualifications</b>			
Qualified accountant	AF	*	
Management and/or degree level qualification	AF		*

<b>Other Requirements</b>			
Availability for occasional work out with normal hours to effectively manage business continuity.	AF	*	



## PERSON SPECIFICATION CRITERIA

Experience & Knowledge			
Substantial experience at Manager/Supervisor level	AF/I	*	
Experience of producing statutory annual accounts	AF/I	*	
Excellent working knowledge of advanced excel	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 undertaking the annual audited financial statements process and liaising with the external auditor	AF/I	*	
Experience of implementing changes associated with external and internal auditor recommendations	AF/I	*	
Track Record of delivering performance improvement	AF/I	*	
Experience in overseeing and managing payroll and pension processing and reporting requirements	AF/I	*	
Experience with a Registered Social Landlord or housing related organisation	AF/I		*
Experience in the implementation of integrated finance systems	AF/I		*
An understanding of the Affordable Housing Supply Programme funding regime	AF/I		*

## OUR VALUES

Demonstration of the Values	Assess Method	E	D
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/](http://www.westscot.co.uk/about-us/recruitment/).

If you require an application in another format please email [vacancies@westscot.co.uk](mailto: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.

***Completed applications must be returned by 12pm on Monday 30<sup>th</sup> March 2026***

### PROVISIONAL INTERVIEW DATES:

**1<sup>st</sup> interviews – W/C 14<sup>th</sup> April 2026**



## 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.