

Senior Finance  
Assistant

West of Scotland  
Housing Association



Recruitment Pack



West of  
Scotland  
Housing  
Association





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

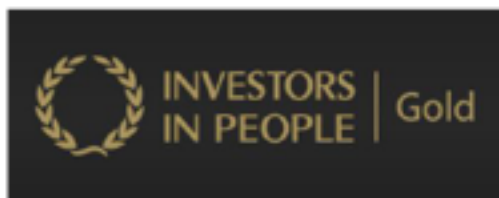
We are a member of Employers in Voluntary Housing (EVH)

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: Senior Finance Assistant
- 🏢 Department: Finance
- 📍 Location: Glasgow, G40
- 💖 Salary Scale: EVH Grade 7 £40,635 - £44,619 per annum

Following a restructure of our Finance Department, we are seeking a Senior Finance Assistant to play a key role in leading and developing our Finance Assistants. Reporting to the Finance Manager, you will ensure the smooth running of day-to-day finance operations, maintain accurate ledgers, oversee reconciliations, and support complex analysis and reporting tasks. You will also champion continuous improvement across systems and processes

You should:

- Have strong leadership and team management skills.
- Have experience delivering financial management services and managing workloads to meet deadlines.
- Have proficiency in ICT, especially Excel, and knowledge of financial/accounting systems.
- Have the ability to review and improve financial controls.
- Have a flexible, positive attitude with a focus on continuous improvement.
- Have experience in the RSL or housing sector is desirable but not essential.





## MAIN RESPONSIBILITIES

- Line management of the Finance Assistants.
- Act as first point of escalation for the Finance Assistants and carry out more complex reconciliation and analysis work as required.
- Contribute to the monitoring and reporting of performance against KPIs.
- Ensure staff are developed and have the competencies and empowerment to meet standards for service and performance.
- Promote the development of staff skills through personal development discussions, coaching and counselling, identifying training needs and providing training either personally or through other sources.
- Support the Finance Manager in the management of the day to day finance service by ensuring work is appropriately prioritised and completed to agreed deadlines.
- Ensure the Association's financial ledgers are up to date and all reconciliation processes are adhered to.
- Maintain and oversee the day to day financial management of WSHA Group companies including reconciliations, income & expenditure postings and banking.
- Support the Finance Manager and Finance Business Partners with the production of reports, analysis and performance reporting including management accounts with variance analysis for relevant business areas.
- Assist in the preparation of annual accounts including the provision of appropriate working papers and schedules to support the external audit and statutory account disclosures.
- Super User for the key financial systems (E.g. Civica Financials, Sage, Asset Pro) providing training, development and liaising with IT staff and suppliers as required.
- Oversee the preparation of salaries, ensuring that year-end returns are made and that PAYE and NIC deductions are properly made and appropriate records maintained. Ensure preparation of P11D benefit returns are complete and submitted.
- Promote a culture of continuous improvement and ensure high levels of customer service.
- Maintain up to date procedures and deliver efficiencies and continuous improvement through regular process reviews.
- 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

## SKILLS and QUALITIES

	Assessment Method	E	D
<b>Skills &amp; Qualities</b>			
Good interpersonal and team working skills and able to inspire, support, develop and motivate staff.	AF/I	*	
Ability to work under pressure, demonstrating a well organised, systematic approach to delivering to deadlines	AF/I	*	
Ability to motivate and deliver through a team	AF/I	*	
Excellent interpersonal and customer service skills, friendly approachable and responsive.	AF/I	*	
System literate and curious with the ability to troubleshoot and communicate with technical staff and suppliers.	AF/I	*	
Focus on service quality, value for money and continuous improvement.	AF/I	*	
Flexible and positive attitude to change and continuous improvement in all aspects of the finance service delivery including the leadership of the staff team.	AF/I	*	

Demonstration of the Values	Assessment 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	*	





## PERSON SPECIFICATION CRITERIA

### EXPERIENCE & KNOWLEDGE

Experience & Knowledge			
Experience and understanding of delivering financial management services	AF/I	*	
Experience of managing a team workload to meet targets and deadlines	AF/I	*	
Experience with a Registered Social Landlord or housing related organisation	AF/I		*
Knowledge of financial compliance, governance and audit requirements	AF/I	*	
Proficient in ICT with excellent Excel and general IT skills, including an understanding of ICT systems security and housekeeping	AF/I	*	
An understanding of the Affordable Housing Supply Programme funding regime	AF/I		*
Experience and working knowledge of IT-based financial accounting and payroll systems.	AF/I	*	
Experience of reviewing the financial control environment identifying where weakness may exist and implementing improved controls	AF/I	*	
Experience of managing and motivating finance staff in a busy environment and ensure deadlines are met.	AF/I	*	

### QUALIFICATIONS

Qualifications			
Full or part qualified accountant with a recognised body (e.g. CA, ACCA, CIPFA, CIMA)	AF		*
Educated to degree level, equivalent professional qualification, or substantial experience in an RSL or similar organisation	AF	*	

### OTHER REQUIREMENTS

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	*	



## 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.

For an informal chat about the role, contact Julie Gilmour, Finance Manager on 0798 519 4460

**Completed applications must be returned by 12pm on Thursday 29th January 2026**

**1<sup>st</sup> interviews – Thursday 12<sup>th</sup> February 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.