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Job Details			
Job Title	Finance Officer	Location	The Hub
Service Area	Corporate Services	Report to	Finance and Corporate Services Manager
Grade	EVH Grade 7	Date Completed	July 2017

Job Summary
<p>The main purpose of this role is to assist the Finance & Corporate Services Manager in the delivery of financial services to ensure that Wellhouse meets its regulatory requirements and performance targets.</p> <p>The main tasks include:</p> <ul style="list-style-type: none"> ➤ Effective delivery of specified Financial Services; ➤ Contribute to the development of Policy and Procedure; ➤ Performance monitoring and achievement of Performance Standards; ➤ Ensuring compliance with the Statutory Requirements and Regulatory Framework; ➤ Contribute to the Association’s Corporate Strategy and Objectives; ➤ Compliance with Customer Care Principles; ➤ Ad hoc tasks.

Values, Behaviours & Competencies
<p>Wellhouse – the Place to Be.</p> <p>Wellhouse Core Values are inherent in everything we do, the values are:</p> <ul style="list-style-type: none"> • Trust • Honesty • Integrity • Accountability • Sustainability • Excellence <p>These are our shared behaviours (which are accompanied with descriptions and a number of supporting indicators that apply to every employee). They have been developed by employees for employees and are important in helping Wellhouse Housing Association to achieve our vision.</p>

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Employees discuss and agree with their manager during the Personal Review and Development meeting what extent they are demonstrating each of the behaviours through discussing specific examples of the behavioural indicators to highlight those areas demonstrated well, and areas that may need some development.

Wellhouse is committed to Equality and Diversity.

We want all staff to be able to demonstrate the following behaviours and competencies:

- Put customers at the heart of everything we do
- Can do attitude
- Understanding of, and respect for, the governance and regulatory structures
- Commitment to staff development
- Bring sound financial judgement to business decisions
- Excellent communication and interpersonal skills
- Ability to work using own initiative to find solutions
- Ability to negotiate and liaise, build partnerships and enhance the organisations reputation
- Ability to manage change
- Professional demeanour at all times
- Ability to be creative and respond according to the situation
- Self-aware and self-motivated
- Excellent time management and organisational skills
- Work under pressure, with minimum supervision
- Computer literate, with knowledge of PC based office management systems
- Ability to take responsibility for own learning and continuous improvement
- Ability to represent Wellhouse in a positive and effective manner
- Take responsibility for managing excellent performance results in self and others
- Ability to participate within and across various teams
- Take personal pride in getting the job done
- Use professional judgement to achieve creative solutions and deliver great outcomes for customers
- Flexibility and a willingness to respond to the dynamic and changing needs of our organisation

Person Profile

Experience.

Essential Criteria

- Excellent interpersonal, negotiation and communication skills – both verbally and in writing.
- Clear thinker and effective decision maker.
- Relevant experience working within a Finance Environment.
- Excellent Spreadsheet Skills
- Strong, organisational and planning skills together with a commitment to staff development and training.
- Numerate and computer literate with a proficiency in Microsoft Office Applications (for example, Word, Excel, Access).
- Previous experience of working with computerised accounting software packages.
- Ability to develop and sustain good working relationships with external agencies and partners, as well as Finance colleagues and other Wellhouse staff.
- Ability to meet tight deadlines.
- Practical experience of analysing, communicating and presenting complex financial information to a non-financial audience.
- Previous computerised payroll experience.
- Previous experience of taking accounts to Trial Balance stage.
- Fully conversant with the Accruals concept and experience of preparing accruals and prepayments journals
- Able to work independently and organise own workload to achieve priorities and objectives.
- Have previously worked in an organisation that has been subject to Statutory Audit.
- Excellent working knowledge of double entry book-keeping.

Desirable Criteria

- Flexible, adaptable and able to work under pressure.
- Proven experience of setting up financial systems
- Sound knowledge of Treasury Management.
- Understanding of the implications of Charitable Status.
- Previous use of SDM – Rent Accounting and Nominal Ledger modules.
- An understanding of VAT requirements and previous experience in completing VAT Returns.
- Full UK Driving Licence, insured for business use.
- Experience of a community controlled organisation

Qualifications

Desirable

- An accountancy qualification (for example, HNC in Accounting)

Job Outputs	
Role output	Includes the requirement to:
Effective Delivery of Specified Financial Services	<ul style="list-style-type: none"> • Assist the Finance & Corporate Services Manager in preparing necessary returns for Financial Conduct Authority, HM Customs and Excise, Bank of Scotland, Scottish Government, Scottish Housing Regulator, OSCR, Glasgow City Council, Auditors, etc. • Carry out bank / ledger reconciliations. • Oversee monthly / quarterly petty cash reconciliation. • Oversee and manage the Purchase Ledger and ensuring regular payment runs are undertaken. • Ensure all rental income has been posted into correct tenant's account – housing benefit, DD's, SO's, Allpay, etc. and carry out relevant reconciliations. • Carry out monthly Rent Ledger reconciliation. • Operate effectively the Clydesdale Bank online banking system. • Assist the Finance & Corporate Services Manager in the preparation of quarterly management accounts. • Assist the Finance & Corporate Services Manager in the preparation of year-end audit files. • Assist the Finance & Corporate Services Manager in the preparation of the Annual Budget. • Assist the Finance & Corporate Services Manager with day-to-day appropriate treasury management activities to maximise income for Association in line with its Treasury Management Policy. • Assist the Finance & Corporate Services Manager with Nominal Ledger maintenance, including reconciliation of control accounts. • Assist the Finance & Corporate Services Manager in the development of SDM Nominal Ledger accounting software module. • Where required, assist the Finance & Corporate Services Manager in the preparation of 5 year budgets, 30 year business plan and financial forecasts. • Manage effectively the Association's Payroll process.

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	<ul style="list-style-type: none"> • Assist the Finance & Corporate Services Manager with the Annual Rent Increase exercise. • Prepare and submit quarterly VAT Returns. • Where required, assist Finance & Corporate Services Manager with the production of information required by insurance provider. • Responsible for administration of Wellhouse's Pension Scheme and liaising with Finance & Corporate Services Manager regarding any updates to legislation, etc.
<p>Contribute to the Development of Policy & Procedures</p>	<ul style="list-style-type: none"> • Assist the Finance & Corporate Services Manager by contributing to the development of financial policies and procedures. • Gain a clear understanding of Finance Policy and Procedures and ensure that all tasks are undertaken in line with these policies and procedures. • Identify areas where policies / procedures require amendment.
<p>Ensuring Compliance with the Statutory Requirements and Regulatory Framework</p>	<ul style="list-style-type: none"> • Ensure compliance with statutory requirements set by Financial Services Authority, HM Customs and Excise, OSCR, etc. • Ensure all activities are carried out in line with Scottish Housing Regulator Regulatory Framework.
<p>Contribute to the Association's Corporate Strategy and Objectives</p>	<ul style="list-style-type: none"> • Contribute to the Strategic Development of the Association and its continuous improvement. • Provide staff with advice/guidance and support in terms of finance throughout the office on an "ad hoc" basis as required. • Represent and promote Wellhouse in discussion with other organisations
<p>Compliance with Customer Care</p>	<ul style="list-style-type: none"> • Provide cover for the Finance & Corporate Services Manager and Finance Assistant, where necessary, during periods of leave, sickness, etc. • Carry out any "ad hoc" tasks which occur from time-to-time as specified by Director and Finance & Corporate Services Manager.

Interdependencies

- Tenants & other customers
- Contractors
- Director
- Committee
- Housing & Technical staff
- Estate Wardens
- Money/Income Advisers
- Care Partners
- Connect Community Trust
- Contractors
- Partner agencies and relevant local authority, Police Scotland, Scottish Fire & Rescue, local community groups



PERSON SPECIFICATION

Job Title	Finance Officer	Grade 7	EVH PA 22 - 25
Reporting To	Finance Manager		
Date	July 2017		

Criteria	Essential	Desirable
Excellent communication and development skills		
Customer centred approach, flexible, confident and assertive manner		
Ability to achieve aims and objectives		
A methodical and flexible approach to organising and prioritising a varied workload		
Excellent computer literacy and numeracy skills		
Ability to meet demanding personal and team deadlines		
Ability to form effective working relationships with internal and external customers		
Ability to work well as part of a team, working and liaising with colleagues in a friendly and supportive manner		
Willingness to take responsibility and make decisions		
Experience in payroll/ pension processing		
Experience in a finance environment		
Experience in supporting change within a team or organisation		
Experience of improving service delivery		
Experience of using SDM Accounting		
Possession of a relevant accounting qualification or knowledge and experience at an equivalent level		
Hold a driving license and have use of a car , insured for business use during the working week		
Flexibility to work out-with office hours e.g. attend evening meetings		
Experience of work in RSL sector		

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Competency matrix		
Analytical Thinking	Entrepreneurship	Negotiating
Building Trust	Establishing Focus	Organizational Communications
Change Management	Exercising Self-Control/Being Resilient	Partnering/Networking
Coaching	Facilitation	Political Skill
Communicating in Writing	Fiscal Management	Project Management
Communicating Orally	Flexibility	Providing Direction
Conflict Management	Getting Results	Providing Motivational Support
Continual Learning	Influencing Others	Solving Problems
Continual Improvement	Initiative	Systems Thinking
Customer Focus	Innovation	Technical Credibility
Decision Making	Interpersonal Skills	Technology Use/Management
Delegation	Listening	Thinking Strategically
Developing Others	Maintaining Personal Credibility/Meeting Ethical Standards	Valuing and Leveraging Diversity
Emotional Intelligence	Managing Performance	Visioning

Note

1. **Not all competencies need demonstrated all of the time.**
2. **Annual objective setting will decide on a minimum of 5 key competencies to be demonstrated that year and therefore reviewed the following year**
3. **A minimum of 3 competencies will be identified for a personal development plan.**
4. **Our vision and values must be demonstrated above all**