



# WGHC

Our tenants are paramount in everything we do

## CANDIDATE INFORMATION PACK

West Granton Housing Co-op

Senior Finance Assistant  
(20hrs per week)



Our tenants are paramount in everything we do



Thank you for your interest in our vacant position of **Senior Finance Assistant**.

This is a permanent, part time role at 20 hours per week.

The salary grade is EVH Scale 6 (£34,745 to £37,984) pro rata.

This pack contains all of the information you will need to apply for the post:-

- General information about West Granton Housing Co-op
- Job Advert
- Job Description and Personal Specification
- A brief summary of the terms and conditions of the post
- Our Staff and Committee of Management Structure

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the [closing date for applications is Monday 22<sup>nd</sup> September 12 Noon](#)  
[Interviews will be held on Friday, 26<sup>th</sup> September 2025.](#)



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## About Us

West Granton Housing Co-operative Limited (WGHC) was formed in 1990 by residents of the West Granton area of north Edinburgh to provide new rented housing in an area dominated by low demand council housing.

The deck access blocks in West Granton were demolished and a phased redevelopment of the area took place. We now own 372 properties and two play park areas.

We are community based with all our stock based in North Edinburgh between the Forthquarter development at the Waterfront, Granton and Ferry Road Avenue.

### Before WGHC: deck access blocks prior to demolition in 1993



### After: WGHC's current stock







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## Our legal status

### Fully Mutual Housing Co-operative

West Granton Housing Co-operative Limited is a [fully mutual co-operative](#), and a Registered Social Landlord (RSL) registered with The Scottish Housing Regulator.

Our registration number is HAC225.

West Granton Housing Co-op (WGHC) is registered as a Society under the Co-operative and Community Benefit Societies Act 2014. As such we must make an annual return to the Financial Conduct Authority. Our registration number is 2357 RS.

The registered office is 26 Granton Mill Crescent, Edinburgh EH4 4UT.

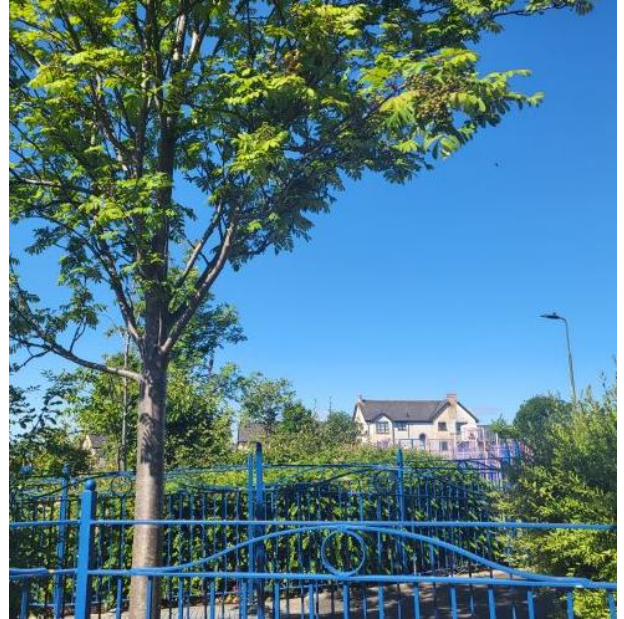
West Granton Housing Co-op has been designated as a Scottish Public Authority by an order made under section 5 of the Act, known as the Freedom of Information (Scotland) Act 2002 (Designation of Persons as Scottish Public Authorities) Order 2013.

WGHC is a not-for-profit organisation. Any surpluses are used for the objectives of the co-operative.

No surpluses are distributed to members. Members cannot buy their homes.

WGHC is an independent RSL.

We are not a member of a group nor a subsidiary of another company. WGHC itself has no subsidiaries.



## Job Advert

**EVH GRADE 6 (Spinal points PA17-20)**  
**£34,745 - £37,984 per annum**

### Senior Finance Assistant

West Granton Housing Co-op is a community based, registered social landlord managing 372 tenancies located in North Edinburgh. We have been in operation for 35 years. As a fully mutual co-op we are governed by a highly committed tenant-led Committee of Management. Our mission statement is that “***our tenants are paramount in everything we do***”.

We are looking for a highly skilled, enthusiastic and dynamic individual to join our high performing organisation. This position has become available due to the up & coming retirement of the existing post holder.

The role of the Senior Finance Assistant is to ensure that our finance service operates smoothly and meets statutory requirements.

Reporting both to the CEO and COO, you will undertake a range of book-keeping and other financial related administrative tasks (including management of our Share Membership Register). You will also act as the professional liaison with our Finance Agent.

The successful applicant will have:

- Experience of purchase and sales ledger
- Excellent spreadsheet and data management skills
- Excellent Communication Skills
- Previous experience of working within finance and using accounting software
- Strong IT Skills, with good working knowledge of Microsoft
- Previous experience of working within social housing is desirable

You can find further information in our Candidate Information Pack on our website.

**website:** [www.westgrantonhousing.coop](http://www.westgrantonhousing.coop)

**West Granton Housing Co-op, 26 Granton Mill Crescent  
Edinburgh EH4 4UT**

**telephone:** 0131 551 5035      **email:** [recruitment@westgrantonhousing.co.uk](mailto:recruitment@westgrantonhousing.co.uk)

**Closing date:** Monday 22<sup>nd</sup> September 2025 (12 Noon)

**Interview Date:** Friday 26<sup>th</sup> September 2025

EVH conditions of service will apply

*WGHC is a Living Wage Employer and is committed to Equality of Opportunities and welcomes applications from all sections of the community.*



## Job Description

<b>Job Title</b>	Senior Finance Assistant (part time 20 hours per week)
<b>EVH Grade</b>	Grade 6 (Spinal Points PA17-20) pro-rata
<b>Reporting to</b>	COO and CEO

### **1. Job Purpose**

To provide effective financial support and administration to the organisation, the Senior Management Team and Financial Agent to enable delivery of excellent customer service outcomes, value for money and continuous improvement in performance.

To provide efficient and effective day to day customer service across all elements of routine financial transactions.

### **2. Income and Banking**

- Checking office receipts and reconciling cash accounts on a daily basis
- Recording rent and receipts ( including cash, debit cards, standing orders, housing benefit, universal credit)
- End of period and other relevant rent accounting procedures
- Reconciling general ledger with rent accounting totals
- Raising invoices for transactions other than rent and service charges
- Monitoring accounts receivable
- Preparation and recording of cash and cheques for deposit to bank
- Depositing cash to bank (local post office)
- Reconciling all bank statements on a weekly basis
- Reconciling credit card statements on a monthly basis
- Reconciling loan accounts on a quarterly basis

### **3. Expenditure and Payments**

- Recording invoices on Homemaster accounting software;
- Checking Supplier Statements
- Maintain and control all utility invoices and correspondence, liaise with external agencies as required
- Checking claims for payment are duly authorised and certified
- Recording direct debit, standing order and credit card payments
- Monitoring accounts payable
- Raising Payments for approval using the online RBS Bank System
- Requesting quarterly loan statements from our lender
- Administration of petty cash expenditure
- Office stationery and supplies purchasing

### **4. Payroll**

- Collating and passing all payroll information to our financial agent for the processing of salaries
- Issuing pay slips as required

### **5. Internal and External Audit**

- Under the direction of the CEO/WGHC Financial Agents carry out internal controls including sampling of record keeping across all functions
- Monitoring administration of receipts and payments in relation to financial regulations
- Raising any concerns about financial administration with the CEO, Treasurer or Auditor as appropriate
- Assist with the annual external financial audit

### **6. Quarterly Financial Reports and Statutory Returns**

- In relation to these tasks your role will mainly be to assist the CEO/WGHC Financial Agents by gathering information, proof reading and arithmetic checking, printing and distribution.
- Assist in the preparation of annual budgets, management accounts, financial statements and reports
- Assist in the preparation and issue of business plans, committee and subcommittee reports and annual reports to shareholders
- Assist in the timely completion of annual returns to statutory agencies including the Scottish Housing Regulator, Financial Conduct Authority and HMRC

## **7. Other Responsibilities**

- Maintaining the Co-op's Membership Register
- Preparing and distributing Membership Certificates
- To participate and contribute to reviewing, updating and implementing policies and procedures as required
- To follow all relevant policies and procedures
- Photocopying and scanning as required
- Managing the franking machine payments
- Overseeing the auto re-order system for the printer
- Carry out other routine finance administrative tasks
- Participate in staff meetings and training events
- To maintain up to date knowledge of relevant legislation, financial policies and procedures

## **8. Key Behaviours**

### **Communication & Influence**

- Work proactively
- Where appropriate, asks for personal support
- Works to build relationships with others
- Actively and effectively promote the Co-op's values, role modelling appropriate behaviour and acting with the highest level of professionalism and integrity

### **Judgement, Planning & Prioritisation**

- Plans own day to day work in a structured and disciplined way
- Takes real ownership of delivery of tasks
- Assists others when required and as priorities change
- Looks for alternative solutions when issues arise

## **9. Key Performance Indicators**

### **Finance**

- Accurate processing of transactions and maintenance of records

### **Compliance**

- Delivery of desired outcome appliances
- Provision of require financial information on time
- Report any compliance issues or financial risks as and when they occur





## Person Specification

<b>Job Title</b>	Senior Finance Assistant (part time 20 hours per week)
<b>EVH Grade</b>	Grade 6 (Spinal Points PA17-20) pro-rata
<b>Reporting to</b>	COO and CEO

Personal Competency	Essential	Desirable
<b>Education and Qualifications</b>	Minimum of 3 years working in a Finance role	Relevant professional or vocational accountancy qualification
	Evidence of Continuous Personal Development relevant to this post	
<b>Experience</b>	Experience of accounting software packages	
	Experience of carrying out accounts reconciliations, including investigating and resolving queries	Experience of interpreting financial reports clearly and simply
<b>Skills/Knowledge</b>	Proficient in the use of Microsoft packages (Outlook, Excel, Word, etc)	Experience of working in the social rented housing sector
	Ability to gather, analyse, diagnose problems and provide solutions	
	Able to manage a diverse workload and work under pressure	
	Evidence of ability to plan, monitor and manage workload, meet deadlines	
	Ability to demonstrate working as part of a team, with excellent written and verbal communication skills	Experience of working with a financial agent
<b>Personal Qualities</b>	Self-motivated	
	Committed, flexible and adaptable approach to work requirements	

## Summary of Principal Terms and Conditions of Employment

West Granton Housing Co-op is a full member of “Employers in Voluntary Housing” (EVH) and the terms and conditions for this job follow the main EVH Terms.

### **A summary of the principal areas are as follows:**

#### **Salary Scale**

The current EVH salary scale for this job is Grade 6 (Spinal Points PA17-20)  
£34,745 – £37,984 pro-rata

#### **Holiday Leave**

40 days leave (made up of 25 working days leave and 15 days general and public holidays)  
(pro-rata)

#### **Pension Scheme**

WGHC is a member of the Scottish Housing Associations’ Pension Scheme (SHAPS) and offers a Defined Contributions Care 80th Pension with a Death in Service Benefits

#### **Office Premises and work environment**

Our office is community based and situated at 26 Granton Mill Crescent, Edinburgh EH4 4UT. Our office is open plan. Office hours are 9am to 4.15pm Monday to Friday (closing for lunch between 1pm and 2pm). On the fourth Wednesday of every month, our office is closed in the morning to allow for our monthly staff meeting and any other training events.

Our software system is Homemaster (used for housing management, maintenance, asset management and finance).

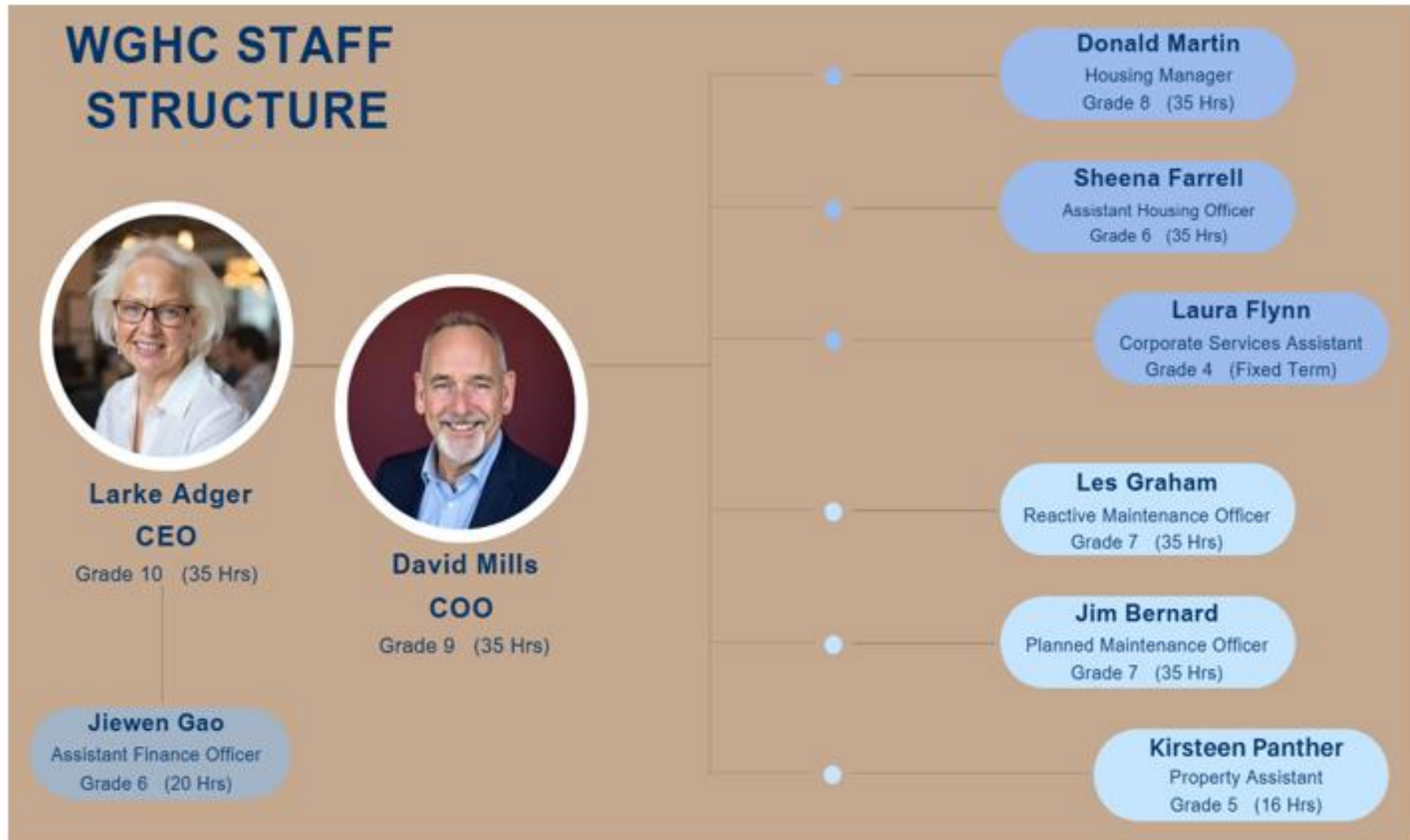
Every staff member has an electrical sit-stand desk, each with 2 x with 27inch full HD monitors. Staff have full access to the kitchen, complete with fridge freezer, cooker, microwave, kettle, hot water urn, washing machine and dishwasher. There are also shower facilities in both staff toilets for those who choose to cycle to work.

There is staff parking available right outside our office, with an electric car charger on site.

#### **References**

Please note that any offer of employment will be subject to the receipt of satisfactory references.

## WGHC STAFF STRUCTURE AS AT 1<sup>st</sup> SEPTEMBER 2025



## COMMITTEE OF MANAGEMENT as at 1<sup>st</sup> SEPTEMBER 2025

### COMMITTEE OF MANAGEMENT



Colin Fraser  
Chair

