



FINANCE ASSISTANT

Recruitment Pack



www.clochhousing.org.uk

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Welcome



Thank you for your interest in the Finance Assistant role at Cloch Housing Association. I'm delighted that you are considering joining us, and I hope this pack gives you a strong sense of what we stand for and how we work.

At Cloch, our people and our communities are at the heart of everything we do. We are guided by values that emphasise responsibility, positivity, kindness and continuous improvement - values that shape how we support our tenants and how we treat each other as colleagues.

Our Finance team plays an essential part in maintaining a strong and resilient organisation. Their work ensures we have accurate financial information, sound controls and the insight needed to make confident decisions about our homes, services and future investment. This new Finance Assistant role builds on that strength, offering the successful candidate a varied and meaningful opportunity to contribute across our core financial processes.

You'll be joining Cloch at an important time. We are continuing to respond to the cost-of-living challenges facing our customers, improving the safety and quality of our homes, and expanding our wellbeing and community support partnerships. Strong financial stewardship underpins all of this work, and your contribution will help us continue delivering high-quality services for the people of Inverclyde.

We pride ourselves on being a friendly, collaborative organisation where people feel supported to grow. In the Finance team, you will have the chance to develop your skills, work across a broad range of tasks, and be part of a group that values accuracy, teamwork and learning.

If what you read in this pack resonates with you, I warmly encourage you to apply.

Robert Pollock
Chief Executive

About Cloch

Cloch Housing Association is a registered social landlord operating in Inverclyde, Scotland. In 2028, Cloch will celebrate its 60th year in operation and today, we own approximately 1480 units across the local area. We provide high quality housing and responsive customer service to ensure that we place communities and their people at the heart of everything we do.

We are currently focusing on mitigating the cost-of-living crisis for our customers and prioritising tenant and resident safety. We have also been able to invest in mental health and wellbeing support services for our customers across Inverclyde, following a successful funding bid to the Scottish Government, which has resulted in us working in partnership with other local community groups. Our commitment to being a caring and high-quality customer service has been recognised by Compliance Plus for Customer Service Excellence accreditation.

Our success at Cloch is underpinned by the work, efforts, and innovation of our people. A recent staffing structure refresh has encouraged and empowered staff to provide invaluable input into our key resourcing decisions and the development of our workforce.



Our Vision and Values



Vision

Homes & Services which exceed customer expectations delivered by a strong and resilient organisation.

Values

Be Positive in attitude.

Be Better and always look to improve everything you do.

Be Kind to yourself, to others and in your approach to our services.

Be Responsible for yourself, your customers, and your community.

People Benefits

At Cloch, we consider work-life balance to be paramount to health and wellbeing. Our people are committed and dedicated to what they do, and we understand the importance of having policies and measures in place to fully support them both inside and outside of the workplace. Below is our range of people benefits and perks that Cloch offers:

- Hybrid/Flexible Working Environment
- Learning and Development Culture
- Family Friendly Policies
- Teambuilding Sessions
- Health and Wellbeing Initiatives
- Health Cash Plan
- Counselling Service
- Salary Sacrifice
- Paws Policy (Bring Your Dog to Work)
- Volunteering Days



Role Details

Finance Assistant

Salary:	£31,792- £35,332 (Grade 5)
Contract:	Temporary (Two-Year Fixed Term)/ Part-Time
Hours:	30 hours per week
Reporting To:	Finance Manager

- Your core place of work will be at Cloch HA, 19 Bogle Street, Greenock, PA15 1ER. We operate a hybrid working model, subject to the needs of the team.
- We operate with a flexible working policy enabling you to determine your working pattern in line with operational needs.
- Annual leave entitlement of 8 weeks split between 29 annual leave days and 11 public holiday days (pro rata)
- All appointments are subject to a six-month probationary period.
- All appointments are subject to satisfactory reference and eligibility to work in the UK checks.
- You will be automatically enrolled into the SHAPS pension scheme and life insurance, providing you meet the auto-enrolment criteria. This is an employer and employee-defined contribution scheme.

Job Description

Homes & services which exceed customer expectations delivered by a strong and resilient organisation.

Finance Assistant <i>Job Description</i>			
The Role			
Job Title:	Finance Assistant	Report to:	Finance Manager
Department:	Finance Services	Hours:	30 hours per week
Grade:	5	Salary:	£31,792- £35,332
Role Summary and Purpose			
<p>The Finance Assistant plays a vital role within the Finance Services team, contributing to the delivery of accurate, meaningful and timely financial information to support effective operational delivery, business planning and decision-making across the organisation. The postholder will provide comprehensive support across core financial processes including purchase ledger, banking and treasury activities, rent and income postings, sales ledger, reconciliations, and the preparation of management accounts.</p> <p>This role requires a high degree of accuracy, attention to detail and strong organisational skills, ensuring that all financial transactions are processed in accordance with established procedures, regulatory requirements and agreed timescales. The Finance Assistant will liaise regularly with colleagues, suppliers, contractors and customers, helping to resolve queries promptly and uphold strong financial controls.</p> <p>The postholder is expected to maintain strict confidentiality and exercise discretion in handling all information, complying at all times with legal and regulatory duties. They will also support the annual external audit, contribute to the development and maintenance of financial systems and procedures, provide cover for team members during periods of leave, and undertake a range of general administrative and finance-related tasks. This is a varied and hands-on role, suited to a motivated and proactive individual committed to delivering high-quality financial services and supporting the wider aims of the organisation.</p>			
Purchase Ledger			
<ul style="list-style-type: none"> • Register and post invoices and credit notes, ensuring these are coded to the appropriate nominal ledger codes and cost centres. • Link contractors' works orders within the housing system with contractors' purchase invoices in the finance system 			

- Pass the invoices ready for authorisation to the appropriate member of staff and subsequently monitor and review any unauthorised invoices to ensure that these are authorised timeously.
- Prepare the weekly payment run ensuring that all suppliers are paid in accordance with agreed payment terms.
- Upload payment files to our online banking portal and liaise for timeous authorisation by payment approvers.
- Prepare adhoc payments on our online banking system when requested by your senior officers and liaise for timeous authorisation by payment approvers.
- Undertake regular monitoring of purchase ledger.
- Undertake financial health checks of new suppliers in accordance with pre-agreed criteria.
- Undertake financial checks of selected suppliers each quarter.
- Reconcile supplier statements with purchase ledger balances and follow-up on any discrepancies.
- Undertake monthly reconciliation of purchase ledger to nominal ledger and investigate any variances, with supporting explanations thereafter provided.

Banking and Treasury

- Undertake daily postings of all bank account transactions to the nominal ledger.
- Undertake monthly reconciliations of all bank and cash accounts and investigate any variances, with supporting explanations thereafter provided.
- Undertake monthly reconciliation of all loan accounts and investigate any variances, with supporting explanations thereafter provided.
- Recording and analysing monthly credit card payments and statements.
- Undertake weekly banking of cash received at front office.
- Undertake quarterly reconciliations of petty cash and investigate any variances, with supporting explanations thereafter provided
- Prepare quarterly Treasury Management Report and supporting documentation for discussion with the Finance Director ahead of its presentation to Audit, Risk and Assurance Sub-Committee by the Finance Director.
- Undertake daily monitoring of cash balances, reviewing working capital requirements and opportunities for short- and longer-term investment of any surplus cash not required for day to day working capital.
- Participate in monthly treasury reviews with the Finance Director.
- Update bank mandates and signatory lists following any changes in key personnel.

Rent Postings

- Accurate posting of all rents received from Allpay, standing orders, housing benefit and any other sources of income.
- Post refunds or adjustments to customers' accounts as required.
- Process adjustments & payments authorised by the Housing Services team.
- Undertake monthly end of period and rent debit process under supervision of Finance Officer.

Management Accounts

- Assist the team with preparation of quarterly management accounts in accordance with pre-agreed timetable.

- Undertake analysis of various expenditure nominal ledger codes as required.
- Undertake monthly/ quarterly account reconciliations as directed by the Finance Manager.

Sales Ledger

- Use finance system to raise invoices and credit notes to small number of customers.
- Ensure payment is received and allocated to the outstanding invoice on the finance system.

Other Duties

- Assist the team with annual external audit process and preparation of year end accounts as required.
- Providing cover for team members during periods of annual leave.
- Assisting in taking queries from customers, wider colleagues and stakeholders, resolving or escalating as required.
- Taking payments from customers over the phone.
- Assisting with duties in respect of factoring and rechargeable repairs as directed by your senior officers.
- Administration of decoration vouchers for tenants.
- Monitoring of shared mailboxes.
- Undertaking general administrative duties for the team.
- Assist with procedure and policy updates as requested by your senior officers.
- Attending training as required.
- Any other duties commensurate with the Grade and as requested by your senior officers.

Person Specification

Homes & services which exceed customer expectations delivered by a strong and resilient organisation.

<p>Finance Assistant</p> <p><i>Person Specification</i></p>		
<p>Qualifications</p>		
	<p>Essential</p>	<p>Desirable</p>
<p>SCQF Level 6 (or equivalent) in a relevant subject such as Accounting, Finance, Business Administration or similar.</p>		<p>✓</p>
<p>Experience</p>		
<p>Experience of working within in a finance or accounting environment.</p>	<p>✓</p>	
<p>Understanding of core financial processes including purchase ledger, sales ledger, bank reconciliation, and financial controls.</p>	<p>✓</p>	
<p>Practical experience of purchase ledger activities including invoice processing, coding, reconciliation and payment.</p>	<p>✓</p>	
<p>Experience of preparing bank reconciliations.</p>	<p>✓</p>	
<p>Experience handling customer payments and dealing with financial queries.</p>	<p>✓</p>	
<p>Experience of maintaining accuracy in preparation of financial records and information</p>	<p>✓</p>	
<p>Experience within a housing association or regulated environment</p>		<p>✓</p>
<p>Experience using finance software and/or housing systems</p>		<p>✓</p>
<p>Experience supporting the preparation of management accounts.</p>		<p>✓</p>
<p>Experience liaising with auditors or participating in year-end audit processes</p>		<p>✓</p>
<p>Awareness of data protection, confidentiality requirements and regulatory responsibilities.</p>	<p>✓</p>	

Knowledge of social housing sector operations and rent accounting processes.		✓
Understanding of treasury management principles.		✓
Skills		
High level of accuracy and attention to detail.	✓	
Strong numerical, analytical, and problem-solving skills.	✓	
Ability to plan, prioritise and manage workload to meet deadlines.	✓	
Competent IT user, including Excel, finance systems, and online banking platforms.	✓	
Ability to produce clear reconciliations with supporting explanation of variances.	✓	
Effective communication skills for dealing with colleagues, suppliers, contractors and customers.	✓	
Ability to work independently and remain self-motivated whilst also working as part of a team.	✓	
Ability to maintain confidentiality and handle sensitive information.	✓	
Ability to manage a diverse range of responsibilities effectively, prioritise, multi-task and delegate.	✓	
Commitment to Cloch's values and high-quality service delivery.	✓	
Willingness to provide cover for team members and support wider finance/organisational activities as required.	✓	
Willingness to undertake training and development.	✓	

How to Apply

To apply for this post, please submit your CV and a supporting letter outlining how you meet the essential criteria for the role to:

- recruitment@clochhousing.org.uk

The closing date for applications is **12pm on Friday 17th April 2026.**

Following this, shortlisted candidates will be contacted and invited to attend a competency-based interview with the panel, consisting of the Director of Finance and Finance Manager.

It is anticipated that interviews for the role will be held week commencing 27th April 2026.

Thank you and good luck with your application.

Cloch Housing Association

19 Bogle Street, Greenock, PA15 1ER

www.clochhousing.org.uk

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