



Job Title : Finance Assistant

Grade: EVH Grade 5

Reporting to: Senior Finance Officer

Responsible to: Director of Finance

Job Summary

Under the direction of the Senior Finance Officer, the Finance Assistant plays a vital role in supporting the financial operations of Hjaltland Housing Association and Hjaltland Trading Ltd. The post is responsible for purchase ledger processing, including the maintenance of accurate financial records. This post assists the Association in meeting its regulatory obligations, including the maintenance of strong financial governance in line with Scottish housing standards.

Key Responsibilities

- Process invoices, receipts, payments and other financial transactions accurately and timely in the purchase ledger;
- Track, monitor, and record monthly payments;
- Manage relationships with suppliers, ensuring timely payments and resolving any issues;
- Maintain up to date and accurate financial records, ensuring compliance with relevant regulations;
- Support the annual audit process by providing necessary documentation and information as required;
- Provide support to the wider finance team as required and ensure that services align with regulatory frameworks;
- Participate in staff meetings and contribute positively to team collaboration;
- Undertake appropriate training and continuous person development;
- Comply with all the Associations policies and practices with particular regard to Health and Safety at Work, Equal Opportunities and Confidentiality; and
- From time to time, the Association may require the post holder to undertake duties outside those specified above.

Person Specification – Finance Assistant

The selection panel has identified this comprehensive specification for ideal candidates. They will consider candidates against these and will shortlist using these criteria. Candidates are encouraged to apply if they meet all required criteria but not necessarily all desirable requirements.

Education & Qualifications	Essential	Desirable
	Minimum of 4 National 5's or equivalent	AAT level 3 advanced (Diploma in Accounting or above)
Experience & Knowledge	Essential	Desirable
	Experience of working in a financial environment	Experience of working in housing finance
	Experience of ICT systems including Microsoft office applications: Excel, Word, and Outlook	Some experience with Copilot
	Experience of using accounting software packages	Experience of purchase ledger processing
	Ability to learn complex systems quickly	Knowledge and understanding of relevant legislation
Skills & Abilities	Essential	Desirable
	Ability to prioritise workload and produce results on time whilst being interrupted	
	Ability to work accurately and with attention to detail whilst under pressure and to meet strict deadlines	
	Articulate and able to communicate at all levels	
	Strong organisational skills	
	Able to work as a member of a team with good interpersonal skills	
Other Requirements	Essential	Desirable
	Highly motivated	Sympathetic to aims and objectives of the Association
	Able to maintain strict confidentiality	