

Job Title : Finance Assistant (Career Graded)

Grade: EVH Grade 4 to 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 key role in supporting the financial operations of Hjaltland Housing Association and Hjaltland Trading Ltd. The postholder is responsible for purchase ledger processing and wider financial administration, ensuring accurate financial records, effective financial controls, and compliance with regulatory requirements 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, including monitoring invoice registers, purchase orders and supporting documentation to ensure timely processing, approvals and compliance with relevant regulations;
- Prepare and process payment runs, ad-hoc payments and associated reconciliations;
- Support income and banking processes, including reconciliations, Direct Debit administration and sales invoicing;
- Maintain petty cash records and associated journals, and reconcile card payment transactions;
- Monitor and process utility accounts and other supplier charges, ensuring accuracy, appropriate allocation and timely payment;
- Maintain and update finance records, control spreadsheets and shared systems, and carry out routine checks on financial processes, escalating issues where required;
- Provide general financial administrative support, including monitoring shared inboxes, monitoring purchase orders, and following up outstanding approvals as required;
- 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 Association’s policies and practices with particular regard to Health and Safety at Work, Equal Opportunities and Confidentiality;
- From time to time, the Association may require the post holder to undertake duties outside those specified above.

CAREER GRADING

Grade 4/5	Education & Experience Progression
PA12	Minimum of 4 National 5’s (Standard Grades) or equivalent, and less than 2 years experience in a financial environment
PA13	Minimum of 4 National 5’S (Standard Grades) or equivalent, more than 2 years experience in a financial environment, and/or working towards AAT Diploma in Accounting or equivalent
PA14	Possession of AAT Diploma in Accounting or equivalent and/or confidence in the role
PA15	Normal grade progression
PA16	Normal grade progression

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 using accounting software packages	Experience of purchase ledger processing
	Experience Microsoft office applications: Excel, Word, and Outlook	Some experience with Copilot or equivalent
	Experience of processing financial transactions, payments and reconciliations	Experience of income management processes (e.g rents, Direct Debits, invoicing)
	Experience of using spreadsheets to monitor and manage financial data	Knowledge of relevant financial regulations/legislation

Skills & Abilities	Essential	Desirable
	Ability to work accurately with a high level of attention to detail and meet deadlines	
	Ability to plan, prioritise and manage a varied workload effectively	
	Strong organisational and administrative skills	
	Ability to identify discrepancies and resolve financial queries	
	Ability to use financial systems and processes to maintain effective controls	
	Competent excel skills with the ability to maintain financial records and control logs	
	Ability to communicate clearly and effectively with colleagues, suppliers and stakeholders	
	Ability to work both independently and as part of a team	
Other Requirements	Essential	Desirable
	Highly motivated with a proactive approach to work	Sympathetic to aims and objectives of the Association
	Able to maintain strict confidentiality	

Reviewed June 2026