



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Finance Manager</b>
<b>Directorate:</b>	<b>Finance</b>
<b>Location:</b>	<b>10 Mansfield Street, Glasgow G11 5QP</b>
<b>Salary:</b>	<b>EVH Grade 9</b>
<b>Reports To:</b>	<b>Finance Director</b>

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### **Overall Purpose**

To support the Finance Director in delivering excellent financial management and support services to PHA in compliance with statutory and regulatory requirements.

### **Key Responsibilities**

- Leading the development, implementation and regular review of PHA's financial management and support services, consulting and working with colleagues across the business, advisers, auditors, regulators, funders and other key stakeholders to provide assurance on the effective financial stewardship of PHA and our non-charitable PWL subsidiary.
- Overseeing and advising across the business on effective business planning, financial management, budget setting/ monitoring, risk mitigation and management controls.
- Preparing monthly and quarterly management accounts and presenting them to Board as required. Preparing financial key performance indicators, forecasts and variance analysis to accompany the management accounts. Producing quarterly consolidated accounts for the group.
- Preparing financial Board reports and supporting Management Team and Leadership Team and colleagues in preparing information for management reports and statutory/ regulatory returns.
- Preparing the Annual Accounts, ensuring that they are in accordance with statutory and regulatory requirements and liaising with the external auditor as required.
- Supporting the development, implementation and review of PHA's Group Corporate Plan, evaluating and benchmarking data, optimising financial plans and budgets, and consulting with key stakeholders to deliver value for money, customer satisfaction and mitigate risk.
- Oversee the preparation of salaries, ensuring that year-end returns are made and that PAYE, NIC and pension deductions are properly made, and appropriate records maintained. Ensure preparation of P11D benefit returns are complete and submitted.
- Assisting the Finance Director with business planning and modelling to support the delivery of PHA's Group Corporate Plan and strategic objectives.

- Leading the preparation of annual budgets across the business and overseeing effecting budget profiling and monitoring of expenditure and income, reporting variances as appropriate. Meeting budget holders regularly to review budget outcomes and ensure remedial action is taken where necessary. Producing quarterly forecasts of the expected annual outturn.
- Planning, managing and effectively controlling the workload, activities and priorities of the Finance team.
- Managing the treasury function, including cashflow forecasting, in conjunction with the Finance Director to ensure that adequate resources are available to meet PHA's day-to-day business needs.
- Monitoring PHA's financial covenants and liaising with lenders to supply financial covenant information and assurance of compliance.
- Maintaining regular and effective contact with PHA's bankers and auditors.
- Developing and maintaining the Association's component accounting system, ensuring accurate recording of data and adjustments.
- Ensuring effective communication, in plain language, both internally and externally; ensuring that key stakeholders are informed and engaged; producing information that is easy to access and transparent; and providing assurance on prudent financial management and value for money.
- Optimising the use of ICT to model data and plan scenarios, reporting key performance indicators, driving efficiency improvements, increasing productivity and developing services to meet changing business needs and reflect our operating environment.
- Producing accurate and timely performance data, including information required for statutory and regulatory returns within prescribed timescales to OSCR, FCA, HMRC and the Scottish Housing Regulator, such as information required for the Annual Return on the Charter (ARC) and other data.
- Overseeing our VAT registration, ensuring that returns are made in accordance with prescribed timescales.
- Working with internal and external auditors and consultants on providing management information and assurance on the operation of effective internal controls as required.
- Operating as a key member of our Management Team, working operationally with other managers from across the business and strategically with our Leadership Team and Board to drive forward PHA's vision, values and business strategy.
- Producing reports/ presentations and as required attend Boards, Committees, Working Groups and Scrutiny Panel.
- Any other duties as required and identified by the Finance Director.



## PERSON SPECIFICATION

**Job Title:** Finance Manager

**Directorate:** Finance

**Date:** July 2025

Requirement	Value	
	Essential	Desirable
<b>1. Education and Qualifications</b>		
<ul style="list-style-type: none"> <li>Educated to degree level <u>or</u> equivalent relevant experience (5+ years) as a qualified accountant with strong financial and management accounting experience.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Relevant professional accountancy qualification, but this <u>may</u> be substituted in exceptional cases where substantial direct relevant experience and appropriate skill set can be demonstrated. Commitment to work towards relevant professional qualifications and continuing professional development is required.</li> </ul>	✓	
<b>2. Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>A dynamic self-starter who thrives on change, learning and innovation.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to manage significant budgets and projects within timescales and to meet projected costs and quality standards.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent interpersonal skills and ability to work effectively in partnership with others.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent written, verbal and numerical skills, including the ability to use plain language and clearly present complex reports, data, policies and procedures for a variety of audiences.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent working knowledge of ICT systems, especially Excel.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to analyse and present financial information to non-financial staff and Board members.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to interpret and meet interpret housing legislation and regulatory requirements.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Focus on service quality, value for money and continuous improvement.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Providing leadership and working in partnership with others.</li> </ul>	✓	

<b>3. Experience and Knowledge</b>		
• Significant relevant experience and understanding of delivering financial management services, preferably in the housing sector.	✓	
• Proven experience of working at a senior/ supervisory/ management level, leading teams and effectively motivating others.	✓	
• Proven experience of setting and achieving challenging performance targets and driving performance improvement through others.	✓	
• Experience and working knowledge of IT-based financial accounting and payroll systems.	✓	
• Experience in producing statutory annual accounts	✓	
• Good understanding of VAT and tax issues.	✓	
• Experience of working with colleagues and external partners, developing policies/ initiatives and benchmarking best practice, innovation and smarter ways of working.	✓	
• Planning and organising resource requirements and effective project management skills.	✓	
• Proven track record in supporting non-financial budget holders to review financial performance information and long-term forecasting.	✓	
• Experience in overseeing and managing payroll and pension processing and reporting requirements	✓	
• Experience with financial modelling and business planning.		✓
• Experience of seeking and securing private finance.		✓
• Experience of working with governing bodies would be an advantage.		✓
• Experience with a Registered Social Landlord or housing related organisation		✓
<b>4. Other Requirements</b>		
• Can commit to evening and weekend working when required.	✓	
• You are also required to undertake any other duties within your capabilities as may be reasonably required.	✓	