



Our Ref: **FM/JULY25**

July 2025

Dear Applicant

FINANCE MANAGER

Thank you for your interest in the above position. I have enclosed a copy of our Recruitment Pack which includes;

- Job description and Person Specification
- Summary of conditions of service
- Statement of Equalities and Diversity (a full copy of our policy is available on request)
- Background summary information on East Lothian Housing Association
- Proof of Eligibility to Work in the UK Information

Please consider the person specification along with the job description before completing the application form. Please note that we do not accept CVs.

The closing date for applications is: **Friday 15 August 2025 (12:00 noon)**.

Interviews will be held on Monday 25 and Tuesday 26 August 2025

If you are chosen for interview, we will contact you by Thursday 21 August 2025.

Please note that East Lothian Housing Association will only give feedback to applicants who have been shortlisted for an interview.

Further information about the Association can be found on elha.com.

Yours sincerely

Gary Alison

Gary Alison
Director of Finance & Corporate Services



JOB DESCRIPTION

JOB TITLE: Finance Manager

ACCOUNTABLE TO: Director of Finance & Corporate Services

RESPONSIBLE FOR: All staff within the Finance Team

POST OUTLINE

As a key member of our Management Team, the Finance Manager is responsible for the day to day running of the Group's Finance Department and assists the Director of Finance & Corporate Services across the whole range of their tasks in managing the financial affairs of the Group. This includes ensuring that the accounting function performs accurately, effectively, efficiently and in accordance with good accounting practice and statutory requirements.

The role is required to provide accurate and timely financial and management information and work with all departments to develop a business partnership culture to deliver support on all areas of budget and financial business management.

KEY ACTIVITIES

- Drafting of Group Annual Financial Statements and Quarterly Management Accounts in accordance with generally accepted accounting practice
- Preparation of financial management information and reports
- Prepare and oversee the Group's cashflow forecasting
- Preparation of overall annual budgets along with monthly budget reporting and forecasting
- Contribute to the development and implementation of business plans and strategies
- Monitor the delivery of departmental objectives and strategies
- Manage the Finance Team
- Maintain accuracy and integrity of the Group's financial records
- Ensure compliance with accounting standards, legal and tax, Regulatory and lender requirements
- Manage the maintenance of the Group's insurances

AREAS OF RESPONSIBILITY

Financial Reporting

- Prepare draft statutory Financial Statements and associated schedules within agreed statutory audit timetables for the Association and the Group and supervise the preparation of draft subsidiary Financial Statements, liaising with the External Auditors as required.
- Prepare accurate and timely monthly and quarterly financial management reports, accounts and other financial information within agreed timescales supported by high quality analytical review.
- Submit Quarterly Management Accounts to lenders within required timescales.
- Provide support in the five- and thirty-year business planning processes.

Treasury Management

- Oversee day to day Treasury Management activities in line with Treasury Policy, including the preparation and monitoring of cashflow forecasts, maintenance of loan portfolio records and ensuring lenders requirements are satisfied.
- Assist with new loan funding procurement / refinancing and covenant compliance assessment.
- Liaise with the Association's development agents and ensure all development income and expenditure is reconciled to development records.

Budget

- Liaise effectively with the Director of Finance & Corporate Services and other Managers and Directors to consolidate budget data from the organisation into overall budgets and business plans.
- Support budget holders to manage spend against budgets, highlight areas of concern and explain variances.

Finance

- Ensure compliance with accounting standards, legal and tax requirements including Corporation Tax, VAT, CIS, PAYE and NIC.
- Assist with the preparation of other statutory returns, e.g. OSCR, FCA, ONS, Scottish Housing Regulator returns etc.

- Supervise the Group's Payroll activities and pension uploads.
- Ensure that all non-rental income is accounted for, invoiced and collected in accordance with procedures.
- Provide support in the annual rent and service charge setting exercise.

Insurance

- Support the preparation of the annual insurance renewal and maintain and administer the Group's insurance cover and claims processes and assist with the Insurance Tender process

Staff

- To manage individual and team performance in accordance with all relevant policies and our performance management systems.
- To act as a role model for ELHA, develop an effective and motivated team culture ensuring that consistently high standards of performance are achieved.
- To identify training needs of individual staff and ensure that these are met in the most appropriate and effective manner.
- To lead, manage and support staff to ensure that we have the skills and resources to implement our policies and procedures effectively to deliver a high standard of service, and to maximise each individual's contribution to the Group's success.
- To manage and monitor workload to ensure that staff resources are used effectively, and that service provision is uninterrupted.
- To assist with recruitment, including shortlisting and interviewing candidates, for new and existing posts.

Service Delivery

- To provide internal and external stakeholders with a point of contact for operational queries and promote customer excellence.
- To develop and review service processes and procedures, to contribute to strategies to meet the aims of the organisation.
- To ensure all complaints are responded to in line with policy and procedure, taking appropriate corrective action.

- Maintain the computerised filing systems and assist in the ongoing development of IT systems.
- Monitor and review the use of information and communication technology in the provision of the service.

Procurement

- Ensure Procurement and contract management is managed in line with the Associations Procurement and Value for Money Policy and Contract Management policy.
- Meet quality and value for money criteria through continuously improved performance and efficiency of contractors and consultants.
- Ensure that procurement and management of contract work is carried out effectively, in compliance with policy and providing value for money.

Record Keeping

- Ensure that the accuracy and integrity of the Group's financial records is maintained by developing and maintaining operational practices and procedures to support good financial controls.

Performance

- Compile and validate financial and performance data for core financial processes and monitor and report on these.
- In consultation with the ELHA Board and staff, to agree appropriate performance targets, and monitor and report performance against them

Policy / Procedure

- To develop and review policies and procedures to ensure delivery of an effective Finance service in line with current good practice, legislation, the expectations of our service users and our regulators and to accomplish the Group's objectives.

Management Team

- To participate fully in the development of our Group Business Plan and the successful achievement of our aims and objectives.
- To work with colleagues on a wide range of activities, acting in the best interests of the Group and contributing to its success.

- Foster and maintain collaborative relationships with staff and colleagues across teams, ensuring effective liaison and service review meetings are held regularly with operational managers.
- To participate in audits ensuring that recommendations are agreed and implemented.

ELHA Board

- To keep abreast of current issues, legislation and good practice and ensure that relevant information is communicated to the ELHA Board Members and relevant staff.
- Monitor, manage and mitigate risk for the service area ensuring appropriate regular reports to ELHA's Board and to attend meetings as required.
- Assist the Director of Finance in reporting to ELHA Board and attend Board and Sub-Committee meetings as required.

General

- To participate in the attainment or maintenance of certifications or accreditations to benefit the Group.
- To investigate new technologies which may have the potential to improve service delivery to internal and external stakeholders, and report as appropriate to the Director of Finance & Corporate Services.
- To comply with Health & Safety legislation, policy and codes of practice.
- To attend relevant job related training or conferences taking responsibility for personal development and update knowledge and skill with support from ELHA.
- To carry out other duties commensurate with the post as required by the Director of Finance & Corporate Services.
- To ensure that the letter and spirit of our Equality and Diversity policy is observed in all respects and at all times.

Finance Manager

Person Specification

You're a Professionally Qualified Accountant

- You have a professional accountancy qualification from a recognised Accounting Body (CA, ACCA, CIMA or CIPFA)

Your Key Personal Skills

- You have a high level of technical accounting skills, with the ability to combine accounting practice and regulation with practical, pragmatic processes
- You have excellent communication skills – including listening, report writing, influencing and presentational skills
- You are flexible, adaptable and able to work for different organisations in terms of different cultures, leadership styles and to ensure work objectives and deadlines are met
- You are a clear, logical thinker who is solution focused
- You are highly numerate, have a strong attention to detail and an investigative nature
- You have effective administration / organisational Skills
- You are highly computer literate, particularly in the use of accounting and Excel spreadsheet packages
- You are able to work independently and organise your own and others' workloads to achieve priorities, deadlines and objectives
- You are able to guide staff through change management processes
- You are motivated, enthusiastic and self-starter with commitment and drive for organisational improvement
- You have a positive can-do attitude
- A high degree of resilience and self-motivation, along with the ability to work collaboratively with key colleagues and stakeholders.



- You have a friendly and supportive approach when working with others
- You are committed to the Association's values of professionalism, honesty, reliability and friendliness

Your Essential Knowledge and Experience

- You have experience of working within a team in a high-pressured finance environment to produce accurate work
- You have experience and knowledge of statutory consolidated financial accounting and external audit requirements
- You have experience of preparing management accounts, performance reports and other financial reports for presentation to colleagues, governing bodies, partner bodies, investors/ funders and advisers
- You have experience of working with computerised accounting systems and their integration with operational computer systems
- You have experience of using finance software and adapting this to ensure functionality is maximised and supports day to day activities
- You have experience of translating an understanding of the complex and diverse financial challenges facing a business and turning them into positive action
- You have experience and knowledge of the UK tax regimes including VAT, CIS, and PAYE/NI
- You have experience of creating, maintaining and implementing a suite of Finance policies and procedures
- You have knowledge and experience of developing and implementing systems of internal control
- You have knowledge of equality, diversity and inclusion

Your Desirable Knowledge and Experience

- You have experience of managing the day to day finance function within a social housing and/or a property maintenance environment
- You have a good understanding of the implications of Charitable Status
- You have experience of Housing Software and/or Sage accounting software
- You have experience of Housing Brixx Financial Planning software
- You are familiar with the Scottish Housing Regulator's financial requirements
- You have a broad understanding of current housing issues in relation to social housing and/or the property maintenance sector
- You have a well-developed understanding of general data protection requirements and the implications for data within your remit

Finance Manager

Summary of Terms & Conditions of Service

Basic Salary £53,904 to £56,558
(EVH Grade 9, Points SM1 to SM3)

Plus, allowances, Final Salary Pension Scheme and Salary Sacrifice Schemes

Car Allowance: £1,708 per year or trebled Electric Vehicle Allowance of £5,124 per year
(for EV allowance you must supply and use your own EV, or lease an EV through our EV Salary Sacrifice Scheme)

Pension: SHAPS Final Salary Pension Scheme
(Other options available including CARE and 10% Employer Defined Contributions)

Holidays: 40 days per year, including 15 days public holiday
In addition, up to two flexitime leave days per month

Fees: One set of relevant professional fees paid annually

Health: Simply Health Cash Plan - covering benefits such as support with dental, optical, physiotherapy, osteopathy, chiropractic, acupuncture, health assessments and prescription costs, as well as a new child payment for new parents.

Telephone: £20 per month mobile telephone allowance payment

Salary Sacrifice: Available for Pension Contributions, Electric Vehicle Leasing, Bike Purchase and Childcare

Other Benefits: Enhanced Maternity, Paternity and Adoption Leave and Pay

Generous Occupational sick pay that increases with length of service

Discounted shopping vouchers for supermarkets, high street retailers, leisure and entertainment providers

Hours of Work: 35 hours per week, 5 days per week, flexitime
Core hours are 10.00am to 12.00 noon and 2.00pm to 4.00pm daily
60% workplace attendance normally expected each week with the option to work the remainder remotely

Place of Work: East Lothian Housing Association
18-20 Market Street
Haddington
East Lothian
EH41 3JL
(Or any other location required to carry out your duties)

Notice Period: Three months

Pay Day: 28th of each month

All other terms and conditions of employment are as per EVH Conditions of Service.

Useful links

You can find out all about us on our website www.elha.com

For example:

About our performance
[Performance 365 - East Lothian Housing Association](#)

Privacy Policy
[ELHA Privacy Policy - East Lothian Housing Association](#)

GDPR Fair Processing Notice – how we use your personal information
[How ELHA Use Your Personal Information - East Lothian Housing Association](#)

ELHA Landlord Performance & Other Public Information
[East Lothian Housing Association Ltd | Scottish Housing Regulator](#)

EQUALITY & DIVERSITY POLICY SUMMARY FOR ISSUE AS A PUBLIC STATEMENT

We are committed to promoting an environment of respect and understanding; encouraging diversity and eliminating discrimination by providing equality of opportunity for all in the following activities:

- Admission to the housing register
- Allocating housing
- Provision of all services to tenants and other customers
- Appointment of Consultants and Contractors
- Handling of comments and complaints
- Recruitment of Association members
- Recruitment of Management Committee / Board Members
- Recruitment and employment of staff, and all aspects of their Terms and Conditions of Employment

We are committed to complying with all current anti-discrimination law, regulation and good practice.

We aim to ensure that in all our policies, procedures and management decisions there is no discrimination on the grounds of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation or on any other grounds.

We will provide information in alternative forms for those requiring it, for example translation into other languages where required.

As part of our commitment to Equality & Diversity, and in compliance with the Equality Act 2010, we have adopted a Disability Policy Statement and have been recognised by the Employment Service as a Disability Symbol User.

A full copy of our Equality & Diversity Policy may be obtained from the Association's offices at the address above.



Brian Logan, Chair



Martin Pollhammer, Chief Executive

EAST LOTHIAN HOUSING ASSOCIATION LIMITED

BACKGROUND INFORMATION FOR APPLICANTS FOR EMPLOYMENT

The following information has been provided in order to give you an insight into the Association, its structure and activities.

The Job Description (enclosed) outlines the duties and responsibilities of the post for which you are applying. The Person Specification (enclosed) indicates the professional and personal skills and attributes required of applicants for the post.

THE ASSOCIATION

East Lothian Housing Association builds and manages a wide range of properties to meet a variety of needs within East Lothian. From our office in Haddington, we currently manage around 1,400 properties for rent and shared ownership throughout East Lothian.

The Association

- is a non-profit distributing charitable organisation registered with The Scottish Housing Regulator and is committed to serving the housing needs of the residents of East Lothian.
- is run by a voluntary Management Committee of up to 15 members drawn from people with experience in all walks of life, who live, work or have some other interest or connection to East Lothian.
- was established in February 1988 by a steering group of local people concerned about the growing housing needs within the District and particularly in rural areas.
- provides accommodation for families, single people, the elderly and people with physical disabilities and special needs.
- manages East Lothian Care & Repair, who provide help and advice to disabled and elderly home owners and private tenants on financing and carrying out housing improvements, repairs and maintenance.

Our vision is:



MANAGEMENT OF THE ASSOCIATION

The Management Committee delegates operational responsibilities to a professional team of staff headed by the Chief Executive, Martin Pollhammer.

The management structure is as follows:

Function/Department	Headed by	Name
Finance & Corporate Services	Director of Finance & Corporate Services	Gary Alison
Housing	Director of Housing	Karen Barry
Asset Management & R3 Repairs	Director of R3 & Asset Management	Charlie Cooley
Care & Repair	Care & Repair Manager	Angela Bunton

DEPARTMENT FUNCTIONS

◆ Corporate Services

The department is primarily responsible for managing the Association's IT and Office Administration systems. The department is also responsible for responding to customer enquiries, in person, by phone, web and email and for the provision of administrative and support services to other departments when required (e.g. keeping our housing register data up to date). In supporting the Association's governance, the department provides Company secretarial duties, and Management Committee administration.

◆ Housing Management

This department is responsible for the general management of the Association's housing stock and the provision of services to our tenants and other customers including: maintenance of the housing register; allocation of housing, including shared ownership; estate management, which includes looking after the areas around our housing; tenant participation and support; rent arrears management; responding to customer enquiries; and dealing with anti-social behaviour.

◆ Asset Management

The Asset Management Department is responsible for the planning and implementation of the Association's cyclical and planned maintenance programmes to ensure that the properties are maintained in good order with a view to maximising the life expectancy of the houses. In order to improve the effectiveness of this process, the management, delivery and monitoring of reactive maintenance is also carried out by Asset Management. Asset Management also provides advice to tenants on all aspects of maintenance including, for example, alterations and medical adaptations.

◆ Care & Repair

Care & Repair provides assistance to elderly and disabled homeowners and private tenants to carry out necessary repairs and adaptations to their homes to enable them to maintain their independence. The service was established in 1987 and is managed by East Lothian Housing Association and funded by East Lothian Council.

The Care & Repair Service also includes the Small Repairs Service to carry out small repairs for eligible clients. Labour is free of charge, clients only have to pay for materials.

◆ Finance

The functions undertaken cover all aspects of Group financial and management accounting services including inter-group transactions.

◆ **Development**

The Development Programme is delivered through a Strategic Alliance with the Places for People Scotland Group. The Association aims to target its investment to provide high quality affordable homes for rent throughout East Lothian. The Development Programme is funded through Housing Association Grant (HAG) and private finance.

◆ **R3 Repairs Limited**

The Association has a subsidiary company, R3 Repairs Limited, which provides maintenance services. It is governed by its own Board which is responsible for recruiting and managing its staff.

Proof of Eligibility to Work in the UK

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016.

Under this law, it is a criminal offence for East Lothian Housing Association Ltd to employ a person who is not entitled to work in the UK. If you are short listed, then on the day of your interview, you **must** either:

- provide documents from List A or List B – Group 1 or List B – Group 2 so we can manually check your eligibility to work in the UK status (all), or;
- provide us with a Share Code so that we can check your eligibility to work in the UK status online (non-British and non-Irish citizens)

If you are a British or Irish citizen and do not have a passport (current or expired), please refer to points 3, 5, 6, 7 and 8 of List A.

If you are a non-British or non-Irish citizen and cannot show your original documents or your online immigration status, we will contact the Home Office to check your immigration status.

LIST A	
1.	A passport (current or expired) showing you are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2.	A passport or passport card (in either case, whether current or expired) showing you are an Irish Citizen.
3.	A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that you have been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4.	A current passport endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK
5.	A current Immigration Status Document issued by the Home Office to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.
6.	A birth or adoption certificate issued in the UK, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer
7.	A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.
8.	A certificate of registration or naturalisation as a British citizen, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.

LIST B – Group 1

1. A current passport endorsed to show that you are allowed to stay in the UK and are currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that you have been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to you with a valid endorsement indicating that you may stay in the UK and are allowed to do the type of work in question, together with an official document giving your permanent National Insurance number and your name issued by a government agency or a previous employer.

LIST B – Group 2

1. A document issued by the Home Office showing that you have made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that you have made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that you have made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that you are permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that you may stay in the UK and are permitted to do the work in question.