



ELDERPARK HOUSING ASSOCIATION

JOB DESCRIPTION

Job Title:	Graduate Apprenticeship - Finance
Grade:	EVH Grade 5 (Spinal points PA13 to PA16)
Salary:	£25,044 - £27,832 (pay award pending)
Responsible To:	Director of Finance & Corporate Services

Key Aims of the Post

- 1.0 The key aims of this post are to deliver a range of efficient, high quality and effective financial processes which meets the needs of the organisation. As a Graduate Apprentice you will be provided with opportunities to develop your learning both within the organisation and through further education to support you to gain an appropriate level of expertise and experience within a financial environment.

The focus on the delivery of this post will be to ensure that your approach:

- Is based upon a desire to get things right first time and achieve individual targets and goals.
- Offers a consistent and high-quality service which meets the needs of the organisation
- Be professional and subscribe to the values and culture of the organisation
- Be committed to developing your learning both within the workplace and at further education environments
- Seeks out innovative ways to work and enhance the tasks and functions within your remit

- Work with colleagues within the Finance Team in establishing, operating and reviewing the Finance Department policies and procedures of the Association in order that an effective and efficient administration system is maintained
- To work with the Finance Team to provide accurate, comprehensive and confidential Finance services to the Association
- Monitoring and measuring Elderpark Housing Association performance against budget to help inform future decisions and assess where improvements could be made. The work remit will evolve as the University course progresses.

2.0 Key Tasks Related to the Post

Nominal Ledger

- 2.1 Preparation of all monthly bank reconciliations, bank lodgements, and arranging daily transfers of all bank balances via the Associations online banking system to ensure that at all times the Association's income is maximised.
- 2.2 Recording all income from external bodies and payment of same in accordance with contracts the Association has entered into.
- 2.3 Reconciliation of all monthly control accounts ensuring an accurate trial balance is completed monthly
- 2.4 Assist in the preparation of monthly & quarterly management accounts. Carry out analysis of these accounts in conjunction with the Director of Finance & Corporate Services ensuring accuracy of reports submitted to Committee.
- 2.5 Preparation of monthly reports to other departments.
- 2.6 Assisting the Director of Finance & Corporate Services with the annual budget and any revised budgets or long term plans.

Purchase Ledger

- 2.7 Ensure purchase requisitions, where appropriate, are carried out as per the policies and procedures of the Association.
- 2.8 Entering, coding and matching invoices against purchase orders through to raising cheque & BACS payments.
- 2.9 Ensure timely payment of suppliers as per Association policies and procedures.
- 2.10 Liaise with suppliers regarding discrepancies in reconciliation.
- 2.11 Report any irreconcilable statements or issues arising out of the norm.

3.0 Other Duties

- 3.1 Post all rent, factoring and housing benefit payments making any approved adjustments.
- 3.2 Raise the monthly rent debit and complete month end procedures.
- 3.3 Assist the Director of Finance & Corporate Services through provision of statistics and maintenance of database systems in the completion of statistical information to The Scottish Housing Regulator and other external agencies as required.

- 3.4 Issue of Tenants/ Owner repair invoices, recording balances for Housing & Maintenance Departments.
- 3.5 Attend Committee meetings as and when appropriate
- 3.6 Represent the Association and its interests at appropriate seminars/conferences when required.

4.0 General Duties

- 4.1 Maintaining departmental filing systems using the Associations document management system.
- 4.2 Attend appropriate courses, seminars, conferences, training and updates as and when required.
- 4.3 Cash handling and issuing receipts.

5.0 Other

- 5.1 Any other duties specified by the Director of Finance & Corporate Services or CEO that would be considered reasonable for the Graduate Apprentice to undertake.
- 5.2 As the role is a 5 year Graduate Apprentice post, it also involves attending University circa 5 days every trimester and you will be supported by having a mentor and also one day a week allocated to study time / University attendance. This programme requires a strong committing to further education to enhance your career opportunities, however on successfully completing the programme the post holder will exit with both a Masters in Accountancy and Chartered Accountant status with ACCA.
- 5.3 The University course will be fully funded by the Scottish Funding Council via a SAAS application and additional course fees of circa £2.5k are expected over the 5 year period relating to registration with ACCA and exam fees and this will be paid for by Elderpark Housing Association.
- 5.4 The on the job work remit will focus on taking ownership of a variety of finance duties, including data input for purchase ledger, sales ledger, rent payments, preparation of credit notes, reconciliations, rent debit runs, payment runs, debt recovery, including direct debit set up and monitoring, query handling via telephone and other general associated administration tasks. Attention to detail is an important trait for the post holder, in addition to being a positive, enthusiastic team player. The work remit will evolve as the University course progresses and therefore being flexible and comfortable with change will be important in terms of work remit.
- 5.5 The job also involves working across a range of IT systems and software packages, therefore having strong IT skills and being comfortable picking up new software is important. Customer service is at the forefront of all that we do and therefore having professional communication skills (both verbal and written) is key as the role involves liaising with colleagues, customers and suppliers on a daily basis via telephone, email and Microsoft teams.

As this is a new post within the organisations the tasks and activities may change over time and these will be re-assessed and discussed with the post holder and Director of Finance and Corporate Services at regular intervals.

Graduate Finance Officer Person Specification

Experience and Qualifications	Essential	Desirable
<p>Below are the entry requirements for the University Programme: It is essential you can fulfil one of the following from a) to d) below:</p> <p>a) SQA Highers: BBBBC including English, (or another essay-based subject, e.g. History or Modern Studies) and Maths or Accountancy</p> <p>b) Have attained an HNC/HND (or equivalent) in Accounting or Finance related subject</p> <p>c) Have 2 years demonstrable Finance or Accounting experience with successful study at SCQF level 7 or above</p> <p>d) Have 4 years demonstrable Finance or Accounting experience and successful study at SCQF level 6 or above</p> <p>Please note: If you have completed a Foundation Apprenticeship, this would be equivalent to one Higher at B grade. If you have completed a Modern Apprenticeship at SCQF level 6 in a relevant discipline, this would be equivalent to two Highers at B grade</p>	x	
Qualified to HNC Level, (or equivalent), in Business related subject		x
Finance /Accountancy part-qualification		x
Previous experience of working in a Finance Assistant type role / Business Administration type role		x
Previous experience of debt recovery		x
Intermediate excel skills		x
Experience of using finance software / systems, i.e. Open Financials, SAGE Quickbooks, Opera etc.		x
Experience of Housing software, (desirable but not essential as training will be provided)		x

Knowledge	Essential	Desirable
Strong financial awareness and knowledge of finance administration tasks, e.g. bank reconciliations, purchase & sales ledger, fixed asset register, etc.	x	
Key financial statements: Balance Sheet, Profit and Loss and Cashflows and double entry book keeping		x
Knowledge of the issues surrounding housing landlord finance functions for example income maximisation, rent collection, debt recovery etc.		x
Proven ICT skills in a range of Microsoft packages	x	
Good understanding of equalities and data protection legislation, policy and procedures	x	
Skills and abilities		
Excellent communication, listening and interpersonal skills	x	
Team player, with ability to develop good relationships with colleagues, customers and suppliers	x	
Good problem solving skills	x	
High level of attention to detail to produce accurate work, with good numeracy and IT skills	x	
Ability to analyse information and present this in a meaningful way	x	
Excellent skills at planning and prioritising workloads	x	
Good time management, with ability to reprioritise and deliver to tight deadlines	x	
Ability to work under pressure with minimal supervision	x	
Other		
Self-motivated, enthusiastic and flexible attitude to tasks		x
Flexibility in working arrangements (willing to work outside normal working hours when required)		x
Take responsibility for self-development and continuous improvement. This role combines work and study and therefore self-motivation and commitment will be key to success	x	
Driving license and access to your own car		x

Information provided by Glasgow Caledonia University

Programme

Enhance your Accountancy technical skills and knowledge and support your career growth - Achieve greatness and become a Chartered Accountant in 5 years!

Our MAcc in Accountancy Graduate Apprenticeship is a professionally orientated qualification delivered in partnership with [Association of Chartered Certified Accountants \(ACCA\)](#).

MSc Accountancy

Enhance your Accountancy technical skills and knowledge and support your career growth - Achieve greatness and become a Chartered Accountant in 5 years!

Our MAcc in Accountancy Graduate Apprenticeship is a professionally orientated qualification delivered in partnership with [Association of Chartered Certified Accountants \(ACCA\)](#).

Designed with industry to provide the technical and professional skills and knowledge to enable you to think critically, analyse data and progress your accountancy career whilst applying the knowledge and skills in your workplace.

This new innovative fully-funded MAcc Graduate Apprenticeship is aimed at employers recruiting new talent and existing staff wishing to study towards a Masters Degree and professional accountancy qualification - this programme will enable successful candidates to exit with both an MAcc in Accountancy and Chartered Accountant status with [ACCA](#).

The MAcc Accountancy apprenticeship is open to all employers in either private, public and third sector. GCU are currently the largest provider of Graduate Apprenticeships and we work across sectors including Financial Services, Construction, Local Authorities and Manufacturing.

With over 700 current apprentices, studying with GCU will provide an excellent opportunity to increase your personal network and 'accountancy' career prospects.

For Employers, the MAcc Accountancy is a great way to increase human capital and talent within your organisation, many employers now use Graduate Apprenticeships as an internal career progression programme to recruit young talent from schools into the business and support them through the Graduate Apprenticeship.

To gain entry to the programme, GCU will consider your experience, skills, knowledge and academic qualifications of applicants, this information is considered to inform entry to the programme.

Our MAcc is delivered in partnership with ACCA, all employers need to be approved by ACCA and we can support you with the quick and simple check. Your organisation may already be an ACCA approved employer.

All Apprenticeships are **fully-funded** by the Scottish Funding Council.

Study Options:

Award – MSc

Mode of Study – Blended Learning

Duration – 5 years

Start Date – September 2022 (TBC)

Location – GCU Glasgow

Mode of Delivery

After attending an initial induction, Graduate apprentices will attend GCU five days every trimester, usually 2.5 days per module.

Class lectures and tutorials will be recorded and made available via GCU Learn for Asynchronous learning.

Entry Requirements**Standard Entry**

For new employees applying directly from school:

SQA Higher: BBBBC (inc. English or another essay-based subject (History or Modern Studies) and Maths or Accountancy)

Foundation Apprenticeships

We accept selected Foundation Apprenticeships, in combination with SQA Highers, for entry to our degree programmes. Your Foundation Apprenticeship will take the place of one SQA Higher qualification for our standard entry requirements and will be treated as equivalent to a B grade at Higher.

Modern Apprenticeships

If you have completed a Modern Apprenticeship at SCQF level 6 in a relevant discipline this would be equivalent to two Highers at B.

Non-Standard Entry

For applicants with prior work experience and professional qualifications consideration for advanced standing into a higher level of study can be managed through the University's Recognition of Prior Learning (RPL) policy and process. Those who meet the conditions for RPL will be supported through the process to demonstrate that they meet the criteria.

- *Please see the job description for the prior work experience entry criteria, which has been confirmed by the University.*

Additional requirements

Candidates must be employed in the same field as the course of study and must supply a supporting letter from their employer as part of the admissions process.

You must be living and working in Scotland in the same field as the Graduate Apprenticeship course you are applying to.

What you will Study

Year	Trimester A		Trimester B		Trimester C	
1	Financial and Management Accounting Part A	Management Issues and Concepts	Financial and Management Accounting Part B	Fundamentals of Economics	Accounting, organisations and society	Fundamentals of Risk Management
	(20 credits)	(20 credits)	(20 credits)	(20 credits)	(20 credits)	(20 credits)
	Exit Award Level 1 <ul style="list-style-type: none">Certificate of Higher Education Exemptions from ACCA ‘Applied knowledge’ exams: Financial Accounting (FA), Management Accounting (MA), and Business Technology (BT)					
2	Fundamentals of Corporate Finance	Ethics and responsible leadership	Financial Accounting 2	Law in Business (for Accountants)	Management Accounting 2	Introduction to Quantitative Data Analysis (20 redits)
	(20 credits)	(20 credits)	(20 credits)	(20 credits)	(20 credits)	
	Exit Award Level 2 <ul style="list-style-type: none">Diploma of Higher Education Exemptions from ACCA’s ‘Applied Skills’ exam: Corporate & Business Law (LW)					
3	Audit	Taxation	Financial Accounting 3	Corporate Finance and Financial Strategies (20 credits)	Management Accounting 2	Research Methods in the Workplace (20 redits)
	(20 credits)	(20 credits)	(20 credits)		(20 credits)	
	Exit Award Level 3 <ul style="list-style-type: none">Bachelor of Arts in Accountancy Exemptions from ACCA’s ‘Applied Skills’ exam: Performance Management (PM), Taxation (TX), Audit & Assurance (AA), Financial Reporting (FR) and Financial Management (FM)					
4	Corporate Governance	Advanced Financial Accounting	ACCA Ethics and Professional Skills Module (20 credits)	Strategic Business Leader Project**		
	(20 credits)	(20 credits)		(60 redits)		
	Exit Awards Level 4 <ul style="list-style-type: none">Bachelor of Arts (Honours) in Accountancy Passed ACCA’s Ethics & Professional Skills Module & ‘Strategic Professional’ exam: Strategic Business Leader (SBL)					
5	Strategic Business Reporting**		Option Paper 1*		Option Paper 2*	
	(40 credits)		(40 credits)		(40 credits)	
	Exit Award Level 5 <ul style="list-style-type: none">Master of Science in Accountancy Passed the remaining 3 ACCA’s ‘Strategic Professional’ exams: Strategic Business Reporting (SBR), Option 1 & Option 2					

****Option Papers (must complete 2 out of 4)***

Advanced Financial Management **

Advanced Performance Management **
Advanced Taxation**
Advanced Audit and Assurance**

** *Align with ACCA 'strategic professional' papers*