



Homes For Good (Scotland) CIC

Salary:	£23,000 - £26,000 dependent on experience + pension & 30 days holiday per year
Status:	Full time, permanent, subject to 3 month probationary period
Reporting to:	Finance Manager and Chief Operating Officer
Location:	Homes for Good, Bridgeton, G40 & Dennistoun, G31 with some home working.

Finance Officer

Working within the finance team, you will be responsible for proactively overseeing and delivering the financial administrative controls of our social business group. You will play a key role in ensuring income maximisation, monitoring & good value through positive working relationships with contractors, tenants and landlords. This role is fast paced and increasingly complex as we grow our business group. We currently manage around 550 properties, of which we own over half of the properties under management and plans to grow further.

Application Process

Please submit your most recent CV, with contact details for two referees, and a covering letter outlining why you think you are the right person for the job to joinus@homesforgood.org.uk

Thank you for your interest in joining the Homes for Good team.

Skills & Experience Required

- Minimum HND level or equivalent in finance - accountancy, book-keeping or related subjects
- Excellent knowledge in using all Microsoft Office Suite
- Ability to prioritise successfully the varied needs of the business on a day to day basis
- Ability to follow procedures and ensure deadlines are met
- Strong organisational skills, with a track record of delivery against targets in a finance role
- Flexible and enthusiastic team member
- Continuously looking for ways to improve how we work
- Ability to work independently
- Ability to plan ahead and anticipate potential issues before they arise
- Excellent attention to detail and accuracy in preparing high quality finance and reporting information
- Excellent communication and interpersonal skills, both written and verbal
- Financial processing skills
- Experience setting up/ implementing systems to manage administrative and financial processes
- Able to manage change and rapid growth
- Willingness to support other team members
- Highly organised & able to cope under pressure in a busy office environment
- Attention to detail with a strong focus on getting things right first time
- Prior experience of working with XERO or other cloud based accounts system is desirable

Our Values

Home is the foundation of all of our lives, and we recognise the importance of a safe and secure home, and our responsibilities for the properties we manage. Our values underpin everything we do, and our day to day behaviours, as a team and as individuals, reflect these. They are:

How you feel is important to us.

We know that moving to a new home, or letting a property can be both exciting and stressful. We will always be a warm, friendly voice, providing straightforward help and advice. We are here to support you at every stage of your journey with us. We really want to help and we will want to make sure you always feel heard, respected and taken care of.

We offer real quality and our standards are high.

The quality of the homes we manage and own really matters. We want the level of service we offer and our attention to detail to be the best it can be. We are not perfect, but we try very hard! We aim high to inspire others to do the same too, and we never stop challenging ourselves to be better.

We know our stuff

We invest time and money in our training and professional development, keeping up to speed with current legislation, market trends and general business practice. We value and develop our community and industry networks to make sure we know what's going on and benchmark ourselves against others in the social enterprise and property worlds. We are always learning, and you can rely on us to apply that knowledge in our work with you.

We always do the right thing.

Everyone has different needs and opinions. We treat everyone fairly and we will work hard to find the right solution in any situation. And if we make a mistake, we will own it, put it right, no question, and learn from it.

We don't give up at the first hurdle.

When there is a problem, we will put time and effort into solving it. We will always go as far as we can to help you on a practical level, and we always have our thinking caps on about how we can make things better.

About Us

Homes for Good is Scotland's first social enterprise letting agency, now forming part of a dynamic social business group. Established in 2013, with offices in Bridgeton & Dennistoun, we manage and own over 550 properties within Greater Glasgow & the West of Scotland.

Our focus is on leading by example in the private rented sector, creating safe happy homes for tenants and sound investments for landlords. Our relationships and customer care standards with tenants and landlords alike set us apart from the rest of the industry.

Operating across all sectors of the private rented sector, we have in-house expertise to enable us to provide help to tenants in areas including energy efficiency advice, financial health, interior design and employability. Our approach to tenancy support is what makes Homes for Good unique within the private rented sector.

Key Responsibilities

- Providing excellent efficient, friendly and responsive finance and administrative support
- Operating within agreed annual budgets
- Analysing & reporting on specific areas of company expenditure
- Management of petty cash balances & reconciliation
- Allocation of expenditure & company recharges across the group, ensuring accuracy at all times
- Payroll administration
- Regular reconciliation of company bank accounts using XERO
- Daily management of our client account using SME Professional (full training available)
- Maintaining a system of debtors & creditors on XERO
- Providing basic financial reports as required
- Work with Finance Manager & Chief Operating Officer to help make sure that all reporting is carried out to a high standard and on time
- Provide income and expenditure reports for grant funders as required.
- Lodging of tenant deposits with Safe Deposits Scotland and authorising release at tenancy end
- Monitoring rental payments and initial follow up of non-payment on a daily basis
- Logging contractor invoices in and out for payment, and paying within agreed timescales
- Preparation of remittance advice for landlords and payment of landlord rents
- Monitoring of expenditure using XERO
- Raising invoices for work undertaken by HFG
- Payment of contractors and suppliers within agreed timescale
- Monitoring of HFG Property Care staff timesheets to ensure costs recovery is achieved.