

Job Profile and Person Specification

Job details			
Job Title	Head of Finance & IT		
Section	Senior Leadership Team		
Report to	Chief Executive Officer		
Grade	EVH 9 SM 11-14		
Hours of work	35 per week (there is a requirement to work out-with office hours) Flexi time		
Place of work	Ralston House, Cyril Street, Paisley, PA1 1RW (Hybrid home-working arrangements are available).		
Disclosure Level	PVG	Date Reviewed	May 2026

Job Purpose
<ul style="list-style-type: none"> • To be responsible for the leadership and strategic direction of the finance and IT functions. • Member of the Senior Leadership Team (SLT) supporting the delivery of WHA.'s vision, values, business plan and objectives. • Inspiring leader with ability to motivate individuals, teams and stakeholders. • Lead change in your areas of responsibility to deliver improved services and value for money. • Successful delivery and achievement of strategic objectives and high levels of operational performance of WHA • To deliver assurance by ensuring regulatory and statutory compliance is achieved in all areas of responsibility. • High level of technical accounting knowledge and experience with a focus on financial control, treasury management, loan management, corporate governance, compliance and risk management. • To ensure that the association has a robust, stress tested long term financial business plan. • Strategic leadership and operational management and control of WHA's IT systems and hardware.

Core Responsibilities

Leadership and people

- Provide effective leadership that supports, inspires and motivates your teams, empowering them to deliver through clear objectives, performance targets and personal development plans.
- Lead on change management to promote a culture of continuous improvement.
- Ensure consistent communication through team meetings, one-to-ones, appraisals and general team management to support delivery of the association's objectives.
- Through effective engagement strategies define and uphold positive behaviors and a common culture to support business goals and new working practices.
- Promote staff development and digital working practices to support value for money and encourage innovation.
- Provide accessible and effective oral and written communication

Delivery and impact

- Produce quarterly management accounts, variance analysis forecasts, benchmarking and any other ad-hoc financial management information.
- Prepare the Association's annual financial statements and to manage the annual audit process in conjunction with the Association's external auditors.
- Produce and submit all financial returns to the Scottish Housing Regulator.
- Produce and submit all returns to HMRC, FCA and OSCR.
- Ability to switch between a planning and operational focus when required, to ensure business delivery continuity.

Governance, Compliance and Control

- Maintain and control appropriate accounting systems and to ensure the accurate recording and reporting of all financial data and compliance with internal financial controls.
- Maintain any other systems required for the planning, monitoring and control of the Association's financial affairs.
- Ensure the maintenance of loan and fixed asset registers.
- Ensure that there are full internal controls in place and that they are being adhered to, taking corrective action as necessary.
- Ensure compliance with all relevant accounting standards, legislation and good practice guidance and the regulatory framework.
- Ensure compliance with key policy and procedures in areas such as equalities and diversity, General Data Protection Regulation (GDPR), code of conduct and all other statutory requirements.
- Prepare and present regular reports for the governing body, keeping them appraised of performance against targets, new legislation and policy issues.
- Responsible for the Finance, Audit & Corporate Services sub-committee, working with colleagues to ensure good governance is delivered and agendas and reports are high quality.



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Core Responsibilities

- Responsible for ensuring self-assessments and associated supporting evidence are regularly reviewed in your service areas to support the Assurance Statement.
- Effectively assess, manage and report on strategic and operational risks to support the Association's risk management strategy.
- Work with regulators, internal and external auditors, and consultants to ensure compliance and continuous improvement.
- Ensure the accuracy of ARC reporting and that audit actions are reviewed and closed off in a timely manner.
- Ensure policies and procedures are compliant and reviewed, in line with expectations.

Performance Management

- Develop and maintain a strong performance culture. Monitor performance to ensure the delivery of high quality, value for money services and assets.
- Respond to customer feedback, utilising it to influence strategy and delivery plans.

General

- To attend and, where necessary, represent the Association at meetings with external organisations and individuals.
- Assist with the financial element of option appraisals and tender returns, as required.
- To attend meetings of the Management Committee and any other designated Sub-Committees, as required.
- To undertake such additional activities related to the Association's finance service functions as may be delegated from time to time by the Chief Executive.
- To contribute to the general development and wider activities of the Association as a member of the staff team and to act at all times in the best interests of the Association.



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Person Specification

POST: Head of Finance & IT

DATE: May 2026

1.	Education and Experience	Essential	Desirable
1.1	Full member of a recognised accountancy qualification e.g. ACCA, ICAS, ICAEW, CIPFA, CIMA.	*	
1.2	Minimum of three years' experience in a senior finance role.	*	
1.3	Substantial relevant and recent experience in financial management, planning/control and risk management.	*	
1.4	Previous experience in the charitable or public sector (preferably in housing.)		*
1.5	Experience of staff management at a senior level.	*	
1.6	Treasury Management experience.	*	
1.7	Experience in a strategic IT and systems management role.		*



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2.	Knowledge, Skills and Abilities	Essential	Desirable
2.1	Excellent financial accounting skills and statutory accounts preparation experience.	*	
2.2	Excellent written and oral communication skills, able to communicate complex financial matters to non-technical experts.	*	
2.3	Effective communicator and manager with a proven ability to motivate and develop staff teams and always meet deadlines.	*	
2.4	Ability to liaise effectively with other staff and to offer advice and support, when required.	*	
2.5	Ability to produce appropriate performance monitoring information and to report to WHA's Management Committee.	*	
2.6	Ability to work on own initiative, prioritise workload, handle pressure and take day-to-day decisions on the running of the organisation.	*	
2.7	Knowledge and experience of the regulatory framework for housing associations.		*
2.8	Strong leadership skills to give direction to staff, fellow managers and senior management.	*	
2.9	Knowledge and experience of component accounting		*
2.10	Experience with administrating and managing the impact of occupational pension schemes.		*
2.11	Knowledge of loan portfolios and covenant compliance.		*
2.12	Experience of accounting software packages and high-level technical ability with Microsoft Excel.	*	
2.13	Understanding of strategic management and business planning and the relationship with the finance function.	*	
2.14	Good understanding and experience of option appraisal methodologies.	*	
2.15	Strong managerial qualities and experience, both at team and organisation wide level.	*	
2.16	High level of IT skills.	*	



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2.	Knowledge, Skills and Abilities Contd.	Essential	Desirable
2.17	Experience of risk management, managing risk registers and risk reporting.	*	
2.18	Experience in identifying efficiency savings and driving through value for money within an organisation.	*	
2.19	Effective communicator and manager with a proven ability to motivate and develop staff teams and always meet deadlines.	*	
2.20	Ability to liaise effectively with other staff and to offer advice and support, when required.	*	

3.	Values and Attitudes	Essential	Desirable
3.1	Ability to demonstrate empathy with the organisation's values.	*	
3.2	Commitment to continuous improvement and excellence.	*	
3.3	Commitment to the practical application of equalities policy and practice.	*	
3.4	Concern for probity, openness and accountability.	*	
3.5	Demonstrated commitment to continuing professional development.	*	

4.	Other Considerations	Essential	Desirable
4.1	Ability to meet the practical requirements of the post including flexibility regarding travel and evening meetings.	*	