Application Pack
Finance Officer
Full Time

Closing date: 9am Monday 31st August 2026

Intended Interview Date:
3rd or 4th of September 2026

Important Applicant Information
Please submit a completed application form by the stated closing date. CVs will not be accepted as a substitute for the application form. **Canvassing, either directly or indirectly, will disqualify applicants from the recruitment process.** **Applications received after the closing date and time will not be considered.** **Shortlisted candidates will be contacted following the closing date. Please ensure all sections of the application form are completed fully and accurately**

Molendinar Park Housing Association, 3 Graham Square, Glasgow G311AD

Tel: 0141-564 5256 • E-mail: admin@molendinar.org.uk • Web: www.molendinar.org.uk

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Welcome to Molendinar Park HousingAssociation

Thank you for your interest in joining our team. We're a wee team with a big commitment to our tenants and communities, and this Finance Officer role is an important part of helping us keep sound financial management, our services strong and our plans on track.

In this pack, you'll find more information about MPHA, the Finance Officer role and the kind of person we're looking for. We hope it gives you a good feel for who we are, what matters to us, and how your skills, experience and enthusiasm could make a real difference here.

We look forward to receiving your application.

If you have any questions about the role please call Susan Paton for an informal and confidential chat 0141 564 5256 or susanpaton@molendinar.org.uk

1. Background

MPHA is a registered social landlord, a Scottish charity and registered property factor. We are led by a voluntary Management Committee that currently has eleven members: 8 members who live locally, of which four are MPHA tenants. MPHA owns 497 properties and provides factoring services to 250 owner-occupiers. We also manage 78 shared ownership properties.

Since our formation in 1993, MPHA has built 268 new flats and renovated a tenement building in the Bellgrove area. The Association has won several awards for its developments in Bellgrove. In 1999 we purchased a Sheltered Housing Complex in Castlemilk and a small development around Finnart Square in Bridgeton from Scottish Homes. A year later we purchased 350 houses from Scottish Homes in Dalmarnock.

MPHA and its tenants, like all other social landlords, have been confronted with a series of unexpected and significant challenges. We achieve compliance with new fire safety, energy efficiency standards and we continue to demonstrate strong tenant and resident safety. Our finances are sound and we have a good working relationship with our External Auditor. We employ a finance agent to help us plan and model our future spend requirements and ensure that we stay sustainable and well resourced, to ensure we meet the future needs of our tenants. Our ability to adapt and respond successfully to these unexpected challenges is rooted in the solid foundations that underpin our current Business Plan (2024–2027):

- Strong governance
- An experienced and committed staff team
- Excellent performance results for service delivery
- Very high levels of tenant satisfaction with our services
- A positive attitude to making changes and improving how we work
- Low levels of debt and a healthy cash position, which will enable us to invest in tenants' homes, maintain affordable rents and stay resilient in the face of economic uncertainty.

We have a vision and mission for the future, as set by the Management Committee:

Molendinar Park Housing Association aims to sustain and create thriving communities across all of our stock areas. We will do this by:

- Pursuing excellence in service delivery for our customers
- Investing effectively in our tenants' homes and neighbourhoods
- Being open and accountable to our tenants
- Investing in our people

Pursuing excellence in service delivery for our customers

Our tenants and customers are satisfied with their homes, neighbourhoods and our services. We respond quickly to repairs and complaints which we aim to resolve 'right first time'. Our performance is in the top quartile for the sector.

Investing effectively in our tenants' homes and neighbourhoods

Our planned and cyclical maintenance services are delivered to meet all national standards and ensure tenants' homes are affordable and as efficient, warm and secure as possible.

Being open and accountable to our tenants

We talk to our tenants and agree standards for our services that reflect what is important to them. We report our performance regularly to our tenants and consult about how we deliver services to keep pace with changing needs and expectations.

Investing in our people

We empower our staff to deliver excellent services to our tenants and customers through continuous support, learning and professional development. Our Management Committee has an appropriate range of relevant skills, knowledge and experience and all members take part in ongoing learning and development.

2. Our Strategic Objectives

The Management Committee has set six strategic objectives which are:

SERVE our tenants by providing quality, affordable homes, managed and maintained to the highest standards.	INVEST EFFECTIVELY in our tenant's homes.	ENGAGE openly and constructively with tenants and residents.
CREATE & SUPPORT communities that are desirable and sustainable across all of our stock areas.	DELIVER our promises and priorities, by making sure MPHA is well governed and financially sustainable.	INVEST IN OUR PEOPLE to ensure high quality service delivery and effective governance.

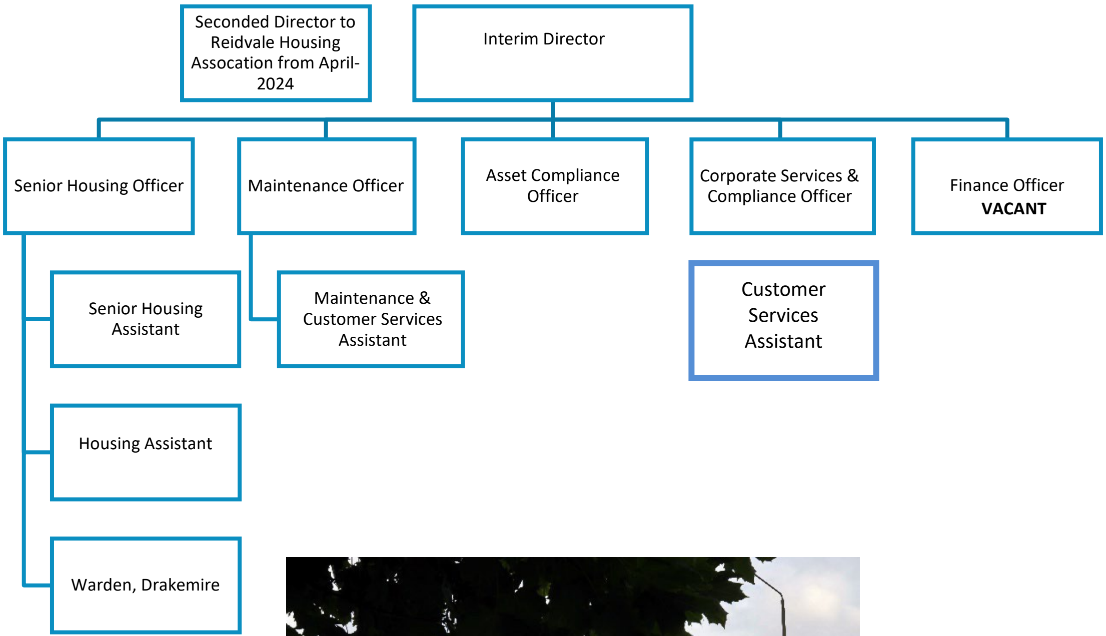
Successfully achieving these strategic objectives will be evidenced as follows:

1. **Serve our Tenants** – we provide affordable, well-managed homes which comply with all relevant safety and quality standards. We are responsive to our tenants and seek to understand and meet their expectations in what we do and how we operate.
2. **Invest Effectively** – we plan our maintenance programmes to ensure that our tenants' homes continue to be high quality, desirable and safe places to live. We support local contractors by working with them to deliver our services and sustain the local economies. We learn from innovation and use our experience and knowledge to ensure that we deliver value for money for our tenants and customers.
3. **Engage Openly** – we communicate effectively and constructively with our tenants and residents. We consult with our tenants about the ways we communicate. We ask for feedback about what we do and how we perform, and we use this to improve and develop our services.
4. **Create and support desirable and sustainable communities** – we aim to be more than a landlord by working in partnership with other agencies to ensure our tenants and residents have access to information, advice and support. We will support neighbourhood initiatives that are focussed on improving community facilities and well-being. We will consult with our tenants about how they would like us to do this, recognising that individual communities have different priorities.

5. **Deliver our promises** – we protect our tenants' interests by setting and achieving high standards that are among the best in the sector. We are focussed on being financially sustainable whilst maintaining rents at levels that are affordable to our tenants and generate sufficient income to meet agreed standards and our long-term responsibilities. We ensure that governance is strong by adopting a prudent approach to risk, being accountable to our tenants, funders and regulators, complying with their requirements, ensuring that our management committee and staff are well equipped to meet our objectives through continuous learning and development.
6. **Invest in our People** – we provide training, support and a collaborative working environment to attract and retain highly competent and strongly motivated staff who are focussed on providing excellent services to tenants. We recruit committee members who are committed to MPHA's aims and objectives and those of the social rented sector and who have relevant skills, knowledge and experience and who participate in ongoing training to ensure that MPHA's governance and management are robust, compliant and reflect good practice.

3. Our Staff Structure

You will be part of a small and friendly dedicated team.



3. Job Description

Job Description & Person Specification
Full-Time Position: Finance Officer
Line Manager: Director
Salary Scale: PA22 £42,957 - PA25 £47,169

OVERALL PURPOSE OF POST

The Finance Officer will support the efficient, effective and accurate management of Molendinar Park Housing Association's (MPHA) financial administration and daily financial processes. The role will contribute to high standards of financial control, performance reporting, business planning and continuous improvement, supporting the Association's financial viability and strategic objectives.

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1. Financial Administration

- Maintaining the accounting books, purchase ledger, nominal ledger & journals
- Manage MPHA's finance recording on the accounting system (Homemaster) and provide accurate and up-to-date information for colleagues as and when required
- Downloading and recording invoices, received online and by mail.
- Scrutiny and processing of claims for payment and ensuring each has been authorised by the appropriate staff member
- Preparation of cheques for signature and payment of outstanding accounts payable
- Preparation and execution of payment runs in conjunction with the Director and Depute Director
- Banking all cash and cheques received
- Carry out routine bank transfers through internet banking
- Setting up bank accounts with the approval of the Management Committee and the administration thereof :
    - Monthly bank reconciliations
    - Monthly customer recharges cash allocation and reconciliation
    - Petty cash administration and weekly reconciliations

    - Administration (using SAGE Payroll) and payment of staff salaries including maintenance of relevant statutory records; and Administration of the staff pension scheme
- Assist in the preparation of the Association’s insurance renewals
- Assist in the administration of direct debits, standing orders and all other payment methods
- Ensure financial records are kept up to date, accurate and appropriate for the Association’s business needs.
- Maintain purchase ledger controls, ensuring invoices are recorded accurately, authorised in line with the Scheme of Delegation and paid in accordance with supplier payment terms.
- Maintain adhoc sales ledgers, ensuring invoices are recorded accurately and timeously issued.
- Monitor daily and longer-term cashflow requirements and prepare updated cashflow projections to support treasury management.
- Complete month-end processes and reconciliations for all control accounts, relevant ledgers and subsidiary accounts.
- Responsible for managing accruals and prepayments

2. Annual Returns

- Assist with the completion and timeous submission of statutory and regulatory returns in support of the Finance Agent:

    - H.M.R.C
    - Financial Conduct Authority
    - O.S.C.R
    - Scottish Housing Regulator
    - Pensions Regulator

3. Financial Reporting

- Contribute to the preparation of the Budget
- Assist in the preparation of business planning documents as required
- Assist in the preparation of quarterly management accounts and cash-flows forecast to the Management Committee
- Support the asset management team by providing financial budget forecasting of spend
- Preparation of schedules for the end of year financial accounts
- Assist the Finance Agent with the preparation of the annual financial statements
- Contribute to business planning, budgets and forecasts, including the financial aspects of business planning processes.
- Contribute to treasury management reporting in accordance with the Association’s treasury management policy
- Prepare quarterly variance reports on performance against budget and support the preparation of management accounts, including narrative commentary.
- Collate year-end information and schedules to support the preparation of financial statements and the external audit process.

- Prepare financial information required for regulatory purposes.
- Attending Management Committee meetings for presentation of financial reports as required and provide assistance to the Committee in the scrutiny of the financial reports, including supporting them to understand complex financial information.

4. Capital Expenditure

- Accounting for property and other fixed assets
- Preparation of individual project income and expenditure and the reconciliation thereof to the nominal ledger on a quarterly basis
- Assist in grant claims in liaison with operational colleagues
- Assist in the raising of private finance
- Account for fixed assets, including additions, disposals and depreciation charges.

5. General

- Liaison with other MPHA teams and external agencies as appropriate
- Assist in the development of financial systems and procedures as required
- Support the development, implementation and review of internal systems and strategies required to provide oversight of compliance requirements, including governance, regulatory, legal and financial matters.
- Contribute to the development of policies and procedures
- Ensure all finance tasks are undertaken in line with the Association's financial policies, procedures and treasury operating requirements.
- Provide administrative and financial support to the Management Committee, sub-committees and other governance groups as required.
- Ensure activities are carried out in line with the Scottish Housing Regulator's Regulatory Framework and other relevant statutory or regulatory requirements.
- Develop and maintain effective working relationships with internal colleagues, our Finance Agent, external agencies, regulators, funders, consultants and other stakeholders as appropriate.
- Contribute to continuous improvement by identifying and supporting improvements to finance systems, controls, processes and service delivery.
- Attend seminars, training events and external user group meetings as appropriate
- Carrying out any other duties as appropriate to the position as required and at the discretion of the Director or the Management Committee

PERSON SPECIFICATION

The following criteria set out the essential and desirable requirements for the post of Full Time Finance Officer at Molendinar Park Housing Association.

Area	Essential	Desirable
Experience and qualifications	Possession of an HND or degree in Accounting or Finance, or a minimum of three years' relevant experience in a similar finance role. Extensive demonstrable experience of working with financial information.	Experience working within a Registered Social Landlord or housing-related organisation in a finance function.
Knowledge	Detailed knowledge of financial accounting regulations. Knowledge of the current regulatory framework and the context in which Molendinar Park Housing Association operates.	Knowledge and understanding of FRS 102. Knowledge and application of the Housing SORP.
Skills and abilities	Excellent numerical ability with strong attention to detail. Excellent verbal and written communication skills. Ability to analyse, interpret, explain and summarise data and issues in a logical manner. Excellent IT skills in relation to financial management systems, including Microsoft Office packages. Excellent administration skills and the ability to prioritise workload.	Ability to suggest and implement innovative solutions to improve services.
Other requirements	Presentation skills and ability to communicate at all levels. Ability to work flexibly, including outside normal working hours when required. Excellent ICT skills, including Word, Excel, PowerPoint and Outlook.	

4. Molendinar Park HA Privacy Statement for Candidates

HOW WE USE YOUR PERSONAL INFORMATION
(EMPLOYMENT APPLICANTS)

We, Molendinar Park HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details contained within this statement of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information.

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures that we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at molendinar-dpo@infolawsolutions.co.uk; telephone on 07307 051 295; or writing to: The Data Protection Officer, Molendinar Park Housing Association Limited, 3 Graham Square, Glasgow, G31 1AD.

You can also contact us by: e-mail at admin@molendinar.org.uk; telephone on 0141 564 5256; or writing to: Molendinar Park Housing Association Limited, 3 Graham Square, Glasgow, G31 1AD.

Your attention is particularly drawn to section 3 of this statement, which confirms that you consent to your personal information and sensitive personal information being held and used by us as described in section 2 of this statement.

1. What personal information do we hold and use about you?

While we anonymise applications for employment prior to assessment, we may need to hold and use the personal information that you provide to us as part of your application and / or other personal information that we may obtain about you from you (for example, during an interview) and from third parties (including referees and agencies, if applicable)). This includes your:

- name;
- contact information;
- date of birth;
- gender;

- identification documentation, such as your passport and / or driving licence;
- employment history and experience (paid and unpaid), including dates, job titles, duties, salaries and skills gained;
- education, qualifications, training courses completed and professional memberships held (including copies of certificates);
- responses to questions in the application form which allow us to compare your experience, skills and knowledge with our requirements;
- relationship (if any) to our staff, Committee members, suppliers, consultants or contractors;
- hobbies and interests;
- referees' names, contact details and job titles;
- results of psychometric testing (if applicable);
- nationality and immigration status and right to work in the UK (including relevant supporting documentation);
- sensitive personal information about your racial or ethnic origin, sexual orientation, your physical and / or mental health, religious or other similar beliefs and / or political opinions (where you choose to share this with us as part of your application); and
- criminal records information, including Disclosure Scotland and / or Protecting Vulnerable Groups scheme and / or DVLA checks (if relevant to the position that you are applying for).

The law requires you to provide certain of the above personal information to allow us to verify your right to work in the UK and to assess your suitability for the position applied for. If you do not provide us with this personal information, we may not be able to process your application successfully and / or take it further.

However, you are under no obligation to provide personal information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide this to us.

2. Why do we hold and use this personal information about you?

We hold and use this personal information to:

- carry out the recruitment process and assess your application for employment;
- verify the qualifications information provided by you;
- verify the criminal records information provided by you;
- carry out right to work and other statutory background checks;
- shortlist for and arrange an interview with you (if applicable);
- comply with legal requirements when arranging an interview with you (if applicable);
- comply with our equal opportunity monitoring obligations;
- communicate with and inform you of the outcome of the recruitment process;
- obtain references about you from your referees (if applicable); and
- protect and defend our legal rights in the case of a dispute between us.

3. What is our legal basis for holding and using your personal information?

Data protection laws require us to have a legal reason for holding and using your personal information. Our legal reasons for holding and using your personal information include:

- complying with the laws that apply to us, such as to check your eligibility to work in the UK and to make appropriate adjustments to comply with equality and accessibility laws when arranging an interview with you (if applicable);
- taking steps to enter into an employment contract with you, if your application is successful; and
- protecting our legitimate interests – in the highly unlikely event that we do not have another legal reason, we may have a legitimate interest in handling and using your personal information, for example, to operate and manage our recruitment process, obtain references about you and to defend our position in legal claims. In those circumstances, we will always consider your legitimate interests in the protection of your personal information, and will balance those against our own legitimate interests in handling and using your personal information for the purposes described in section 2 of this statement.

In very limited circumstances, we may rely on your consent as the legal reason. By providing us with your personal information and sensitive personal information (including your racial or ethnic origin, sexual orientation, your physical and / or mental health, religious or other similar beliefs and / or political opinions) and the personal information and sensitive personal information of other individuals (including your referees), you:

- consent to it being used by us as described in section 2 of this statement; and
- confirm that you have informed the other individuals if they are of 12 years old and above of the content of this statement and they have provided their consent to their personal information and sensitive personal information being used by us as described in section 2 of this statement.

You and the individuals have the right to withdraw your consent to us holding and using your and their personal information and sensitive personal information by contacting us. Once you / they have withdrawn your / their consent, we will no longer use your / their personal information and sensitive personal information for the purpose(s) set out in section 2 of this statement, which you originally agreed to, unless we have another legal reason for doing so.

4. Who do we share your personal information with?

We may share your personal information with the following organisations for the purposes described in section 2 of this statement:

- our consultants, advisers and IT service providers;
- our solicitors;
- our lenders;
- your referees; and
- Disclosure Scotland.

5. How long do we keep your personal information?

We keep the personal information that we obtain about you during the recruitment process for no longer than we need to meet any legal, accounting, reporting or regulatory requirements.

We keep recruitment information (including interview notes) for 6 months after the recruitment process has been completed. We will only keep recruitment information for longer than this if your application for employment is successful (we will only keep the recruitment information that is relevant to your employment).

We may also retain your personal information if you indicate to us that you wish us to do so in case a further similar opportunity arises in the future.

More information is contained in our data retention policy, which is available by contacting our DPO.

6. What rights do you have in relation to your personal information that we hold and use?

It is important that the personal information that we hold about you is accurate and current. Please keep us informed of any changes. Under certain circumstances, the law gives you the right to request:

- A copy of your personal information and to check that we are holding and using it in accordance with legal requirements.
- Correction of any incomplete or inaccurate personal information that we hold about you.
- Deletion of your personal information where there is no good reason for us continuing to hold and use it. You also have the right to ask us to do this where you object to us holding and using your personal information (details below).
- Temporarily suspend the use of your personal information, for example, if you want us to check that it is correct or the reason for processing it or to stop us from using your personal information altogether if we have committed a breach of data protection laws.
- The transfer of your personal information to another organisation, for example, the transfer of your training record to a future employer.

You can also object to us holding and using your personal information where our legal reason is a legitimate interest (either our legitimate interests or those of a third party).

Please contact our DPO if you wish to make any of the above requests. When you make a request, we may ask you for specific information to help us confirm your identity for security reasons. You will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

7. Feedback and complaints

We welcome your feedback on how we hold and use your personal information, and this can be sent to our DPO.

You have the right to make a complaint to the Information Commissioner, the UK regulator for data protection, about how we hold and use your personal information. The ICO's contact details are as follows:

Telephone: 0303 123 1113 Website: https://ico.org.uk/concerns/

If you would like to receive this statement in alternative format, for example, audio, large print or braille, please contact us.

8. Updates to this statement

We may update this statement at any time, and we will provide you with an updated version when required to do so by law.

Last updated: September 2023