WILLIAMSBURGH
HOUSING ASSOCIATION LTD

Job Profile

Job details			
Job Title	Finance Assistant		
Section	Finance and IT		
Report to	Finance Officer		
Grade	EVH Grade 4 , PA9-PA12		
Hours of work	35 per week		
Place of work	Ralston House, Cyril Street, Paisley, PA1 1RW		
Disclosure Level	PVG	**Date Reviewed**	July 2026

Person Specification

Essential

- Excellent customer care and communication skills – written, face-to-face and on the telephone.
- Educated to NC level in Finance or experience of working in a finance related post.
- Ability to demonstrate attention to detail and work in a fast-paced environment.
- Ability to use own initiative and to work effectively as part of a team.
- Ability to prioritise and manage your workload
- Ability to follow procedural guidelines and communicate confidently.
- Sound working knowledge of Microsoft Office packages including Word, PowerPoint, and Outlook, with excellent excel knowledge.
- Excellent numeracy skills.
- Ability to demonstrate empathy with W.H.A.'s values.
- Commitment to continuous improvement and excellence.

Desirable

- Experience of working with a range of stakeholders in a customer-focused Finance environment.
- Previous experience working with accounting software.

Core Responsibilities
To provide general admin support to the Assistant Finance Officer/Finance Officer in the financial management and control of the WHA.

Key Tasks

Rent Ledger Processing

- Posting receipts, refunds and adjustments to the Rent and Factoring Ledgers.
- Downloading, reconciling and posting of electronic files (e.g., Allpay, Housing Benefit, DWP, UC) via interfaces.
- Notifying Housing Management team of any returned and cancelled direct debit payments.
- Daily update of the cash receipt spreadsheet with reconciliation to bank statement for rent and current bank accounts.

Purchase Ledger Processing

- Registering, matching and processing all invoices for payment following thorough checking of the completion of all internal control processes.
- Assist the Assistant Finance Officer in the processing of the supplier payment run, ensuring all invoices that present due for payment are accurate and authorised correctly.
- Liaising with other staff teams to resolve invoice payment issues/queries.
- Processing and checking all invoices for common electricity supplies to W.H.A. properties prior to payment.
- Support the weekly preparation of supplier BACS payments.
- Monthly supplier statement reconciliation.

General

- Maintenance of the Finance mailbox, filing and resolving issues as occur.
- Review of Petty Cash postings.
- Monitor and update common electricity supply records.
- Credit Card postings.
- Preparation of ‘manual’ cheque/direct transfer payments.
- Banking of cash/cheques received directly to office.
- Routine scanning and filing of finance files.
- Deputise for Assistant Finance Officer.
- Any other duties as may be determined from time to time by the Finance Officer and/or Head of Finance.