

JOB PROFILE**Job Details**

Job Title	Finance Officer	Service Area	Finance and Corporate Services
Based	RSHA Offices	Report to Responsible for	Deputy Chief Executive Officer/Director of Finance and Corporate Services Finance & Corporate Services Adviser
Grade	EVH Grade 7 (PA22-25)	Date Completed	May 2026

Job Summary

The primary focus of the role is to deliver a wide range of finance related tasks for Rural Stirling Group. The post holder will deliver high levels of performance and continuous improvement to agreed performance targets. You will ensure that the Group's financial affairs are managed in an effective and efficient manner, maintaining its financial viability. You will have a key role in ensuring high quality support is provided to all internal and external customers and stakeholders.

Behaviours & Competencies**Our Organisational Competencies**

- Delighting our customers
- Achieving excellence
- Communicating effectively
- Using professional judgement
- Taking personal pride
- A sense of humour and proportionality

We want our Finance Officer to be able to demonstrate the following behaviours and competencies:

- An understanding of and a strong commitment to the principles of customer service.
- Ability to operate independently and as part of a team.
- Accomplished time management skills and ability to plan effectively and prioritise workloads so that all deadlines and targets are achieved.
- Ability to work under delegated authority, with minimum supervision.
- Excellent analytical and reconciliation skills.
- Excellent communication and interpersonal skills and a good listener.
- Remove the barriers that get in the way of delivering excellent customer service.
- Self-aware and self-motivated to realise your full potential and ability to inspire others to achieve their full potential.
- Ability to take responsibility for own learning and continuous improvement.
- Ability to represent Rural Stirling Group (RSG) in a positive and effective manner.
- Show a willingness to participate and contribute effectively to the wider staff team.
- Share appropriate information openly and encourage two-way dialogue, creating an environment of trust.
- Demonstrate a high level of integrity and confidentiality.
- Show perseverance in resolving problems within the wider corporate services function.
- Finding creative solutions for customers.
- Computer literate, with knowledge of PC based office management systems.
- Take responsibility for achieving excellent performance results.

Person Specification

Our Finance Officer must demonstrate the behaviours and competencies identified:-

Experience

Essential

- Experience of succeeding in a finance role with a wide range of tasks and responsibilities.
- Experience of using financial computer systems and advanced Excel skills.
- Experience of working to tight deadlines in a regulated environment.
- Experience of preparing reports for the Senior Directors/Board/Committee .
- Effective team working in a busy office environment and corporate administration services.
- Extensive use of IT skills in a wider range of packages.

Desirable

- Experience of working in social housing sector or similar, actively working to support staff and Board/Committee's including governance arrangements.
- ICT: working knowledge of the SDM system.

Qualifications

Essential

- Educated to higher level in a minimum of 2 subjects one of which must be English.
- Minimum of HND in Accounting or equivalent with significant relevant work experience.

Desirable

- Preferable CCAB qualified with 3 years post qualification experience.

Job Outputs

Role output	Includes the requirement to:
Financial Management	• Ensure the RSG's financial records are kept up to date and are accurate and appropriate for our business needs. • Ensure RSG has appropriate systems for rent accounting including recovery of former tenant arrears, factoring debtors, recharges, and bad debts. • Ensure RSG has appropriate purchase ledger controls in place for processing invoices and making payments and adhere to supplier payment terms. • Maintain and update a system of authority levels for the disbursement of the Group's funds. • Maintain all financial procedures ensuring all policies and procedures are followed consistently. • Assist with the monitoring of daily and longer term cashflow requirements and produce updated cashflow projections to assist and manage the treasury management function. • Assist with the preparation of the Group's annual capital and revenue budgets in conjunction with the Deputy CEO/Director of Finance & Corporate Services. • Ongoing review of performance against budget and collaborate with Deputy CEO/Director of Finance & Corporate Services in preparation of management accounts and annual accounts for external audit. • Ensure all salary administration, PAYE, pensions, and payments to HMRC are made timeously. • Ensure the reconciliation of bank, petty cash accounts and other financial month end tasks, including the SDM month end routines. • Full ownership and responsibility of maintaining the Association's financial ledgers. • Manage sickness and absence reporting for payroll and ARC reporting purposes. • Overseeing the generation of factoring invoices and oversee the efficient and accurate processing of factoring transaction. • Overseeing the generation of recharging invoices and oversee the efficient and accurate processing of recharge transactions.
Corporate Support	• Contribute to the preparation of the Business Plan, Annual Report, ARC return and Annual Assurance Statement. • Complete and return statistical information to external agencies as required. • Ensure compliance with regulatory, statutory, and legal requirements. • Recognise and respect the diversity of internal and external customers and assist in financial matters accordingly. • Produce, monitor, evaluate and review all finance policies and procedures as required for an effective finance function.

Strategic and Long-Term Planning	- Produce long term plans in collaboration with the Deputy CEO/Director of Finance & Corporate Services to ensure the RSG's continuing long term financial viability. - Liaise with lenders and other agencies as appropriate. - Monitor any covenants and provide reports to lenders as required.
Effective liaison	- Liaise with the Housing Services Manager on the setting of rents in accordance with RSHA's Rent Policy. - Liaise with the Housing Services Manager on appropriate service charges to tenants. - Carry out financial health checks on the Group's consultants and contractors as required.
Continuous Improvement	- Oversee the use of SDM, the Group's housing management and finance software in conjunction with other Finance and Corporate Team colleagues. This includes the coordination of any development required and system improvements in liaison with other users across the organisation. - Utilise effectively all available, relevant qualitative and quantitative data to monitor RSG financial performance. - Working with the Deputy CEO/Director of Finance & Corporate Services, develop comprehensive management information reports and trend/benchmarking data to support staff at all levels to improve performance.
Equality and Diversity	- Observe and promote the Association's Equality, Diversity and Human Rights Strategy. - Comply with the RSG Equality & Diversity policy and relevant legislation.
Risk	Take a proactive approach to risk and contribute to the identification, mitigation, and control of risks that you have responsibility for.
Health and Safety	- Encourage a culture of health and safety across the organisation by identifying and reporting issues or concerns. - Comply with the RSG Health and Safety policy and relevant legislation.
Health & Safety Role Specific Training Requirements as identified in the RSG Training Needs Analysis (TNA)	- Health & Safety Basics for Office Based Staff (Mandatory) - DSE Awareness Assessment (Mandatory) - Fire Safety Awareness (Scotland) (Mandatory) - Business Continuity and Emergency Scenario Testing (Essential) The requirement for other role specific Health and Safety training identified as Desirable and Optional to be assessed in consultation with line manager.
Other	- Promote and foster a strong, ethical, friendly, and efficient team culture and working environment. - Act ethically and with integrity, taking account of the employee code of conduct. - Consistently maintain a high level of confidentiality and discretion with all information relating to the business. - Such other relevant duties as may be determined from time to time.
Interdependencies	
- RSG Board/Committee - Chief Executive Officer/Executive Team - Deputy CEO/Director of Finance & Corporate Services - Senior Management Team - Corporate Services Manager - Assistant Corporate Services Officer - Finance & Corporate Services Adviser - Colleagues - Tenants and other customers - Partner agencies - Contractors, Consultants and Suppliers	