



Viewpoint Housing Association (VHA) is a registered non-profit making organisation providing a range of general needs housing, supported housing and care services for older people in Edinburgh, the Lothians and Fife. With an annual turnover in excess of £18m, we own 1340 properties across the areas with two care homes in Edinburgh

Established in 1947, our primary objective is to improve the quality of life and well-being of our tenants and care home residents through promoting independence, enabling choice and offering peace of mind in a safe, secure and supported environment. VHA's continued strong financial performance provides the platform on which we will invest in homes that are fit for the future, fuel efficient and are the best achievable standard whilst remaining affordable.

Our customers are at the heart of what we do and we are creating a culture of continuous improvement in the services we deliver and we want them to choose us as their preferred landlord and care home provider.

The successful will be able to work with colleagues from a variety of backgrounds with an approachable and solution-oriented style; keen to support and drive the development of a positive working culture across the organisation and able to represent the organisation in all that they do.

We aim to build a highly motivated, customer focused team with a balance of appropriate skills and experience that can work positively together and learn from one another.

Job Title	Finance Assistant
Reports To	Management Reporting Analyst
Department/Section	Finance Team
Location	Head Office, 4 South Oswald Road, Edinburgh
Date	October 2025

Job Purpose

Reporting to the Management Reporting Analyst you will be responsible for supporting the day to day administration of all aspects of the Finance team as the post covers a range of duties which contribute to the accurate and timely reporting of financial results and efficient payment of suppliers.

As a member of the Finance team you will provide a first class user focused service and will ensure that your role contributes to a high level of professionalism promoting the work of the finance department to the internal and external customer.

You will be able to work with colleagues from a variety of backgrounds with an approachable and solution-oriented style; keen to support and drive the development of a positive working culture across the organisation and able to represent the organisation in all that they do.

Key Responsibilities

- Ensure that purchase ledger transactions are posted in an accurate and timely fashion.
- Ensure the on-going and regular reconciliation of supplier accounts.
- Process all payment batches for purchase ledger.
- Monitor and process the accounts mailbox.
- Assist with banking processes.

Additional Responsibilities

Within organisational policies and delegated authority be responsible for:

- Your team systems, data and processes, including implementing, developing and integrating these as required.
- Assessing and managing risk as it relates to you and your team objectives.
- Undertaking organisational training as required, including Health and Safety, GDPR compliance and safeguarding etc.
- Ensuring compliance with all relevant policies and procedures.
- You will undertake other duties assigned by the Management Reporting Analyst, Finance Manager or Director of Finance.
- To provide additional cover within the team as requested when necessary.

Governance & Compliance

- Comply with all policy directions and regulations of VHA in regard to financial regulations and standing orders relating to people management and governance activity.

General

- Promote and represent the Association as and when required.
- Model and promote VHA's Values and Behaviours and observe and continually promote equal opportunities and diversity in compliance with Association policy.

- Commit to continuous personal and professional development and keep abreast of emerging or new legislation, standards, and best practice.
- Be aware of and comply with personal responsibility for Health and Safety in the workplace and lone-working, and the Association's general responsibility for the Health and Safety of its customers and tenants.
- Provide Reception cover
- Carry out any other reasonable duties appropriate to this post, as requested.

Viewpoint's Behaviours – you are expected to live our workplace behaviours:

- Be a role model for staff and stakeholders, showing energetic, determined, flexible and positive attitude and guidance that will support our organisational aims and outcomes.
- Adopt a flexible coaching style with the ability to challenge as appropriate and able to give and receive constructive feedback.
- Provide clear, consistent, authoritative and impartial advice and interpretation of complex situations.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.

Viewpoint's Values – you are expected to live our workplace values:

- Inspire with positive smiles and words
- Say 'yes I can and I will'
- Celebrate age, experience and wisdom
- Do according to our customers' wishes and ambitions
- Treat people (everyone is a VIP) as we would a "loved one"
- Work hard, have fun and laugh
- Stay courageous, creative and ahead of the game
- Work with those that share our values

PERSON SPECIFICATION Finance Assistant	Value of Criteria		Assessed at			
	Essential	Desirable	Application	Interview	Test	Presentation
QUALIFICATIONS & EXPERIENCE						
HNC in Accounting or equivalent		✓	✓	✓		
Evidence of Continuing Professional Development		✓	✓	✓		
Previous experience of working in a finance department		✓	✓	✓		
Experience of working in the not for profit / charity sector		✓	✓	✓		
KNOWLEDGE, SKILLS & ABILITIES						
Excellent verbal and written communication skills and the ability to work effectively with a range of stakeholders	✓		✓	✓		
Excellent office/ICT skills in relevant software	✓		✓	✓		
Well-developed numeracy skills	✓		✓	✓		
Strong organisational and administrative skills, ability to prioritise	✓		✓	✓		
Good problem solving skills and planning capability with creative skills and the ability to meet deadlines	✓		✓	✓		
Self-directed, results driven and able to multi-task in a fast-paced, dynamic environment with continued attention to detail	✓		✓	✓		
Ability to build relationships and create successful working opportunities	✓		✓	✓		
Ability to deliver excellent levels of customer service at all times	✓		✓	✓		
Demonstrate digital approaches to all areas of your work	✓		✓	✓		
Ability to build confidence and motivate and improve performance and foster a supportive culture		✓	✓	✓		
Good working knowledge of an office environment	✓		✓	✓		
Good working knowledge of and ability to seek out new and innovative ways of working which improve services to customers to achieve measurable results and continuous improvement		✓				
Good knowledge of systems/equipment relevant to role		✓	✓	✓		
VALUES & ATTITUDES						
Ability to demonstrate a commitment to Viewpoint's values and behaviours	✓			✓		
Takes responsibility for professional development and training to support this	✓		✓	✓		
Team player with a positive 'yes I can and I will' attitude	✓			✓		
Proactive and flexible approach	✓			✓		
Highly self-motivated with effective leadership style and a self-managing "can do" attitude	✓					
Determination and willingness to take on new challenges and responsibilities	✓					
OTHER CONSIDERATIONS						
Willing to challenge stereotyping, prejudice, discrimination and bias	✓					
Strong approach to performance management with the ability to define and measure outcomes of success	✓					
Strategic thinker, able to deliver a vision of the future organisation	✓					

Willing to be flexible in working hours and able to travel as required	✓					
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