

# Job Description

## Finance Manager



LAR Housing Trust is a Scottish Charitable Incorporated Organisation (Scottish Charity number SC044825)

<b>POST:</b>	Finance Manager
<b>RESPONSIBLE TO:</b>	Finance Director
<b>LOCATION:</b>	Dunfermline (with part time working from home)
<b>SALARY:</b>	£30,000 - £40,000 FTE depending on experience
<b>HOURS:</b>	3 days/24 hours per week

## 1. Background

Lar Housing Trust is a dynamic, innovative charity, set up in 2015 to build and then rent affordable homes across Scotland. Nearly seven years old, Lar now has 665 homes over 29 developments spread as far apart as Aberdeen, Dunbar and Ayr and a team of nearly 30 people.

Lar also has two subsidiary companies: Lar Projects Ltd and Lar Operations CIC which build and maintain properties for Lar.

Due to expansion, Lar is now looking for another Finance Manager to be based at Lar's head office in Dunfermline. This role will form part of the head office functions working closely with the finance and construction teams.

You will be a key part of the Lar Team with responsibility for finance and accounting activities from processing payments, invoices, and accounting transactions through to Management Accounts for Lar and its two subsidiaries; supporting the Finance Director in weekly, monthly, quarterly, and annual reporting and assisting the Development Team in planning and monitoring of capital expenditure on construction projects.

## 2. Role

- Recording financial transactions on a day-to-day basis, carrying out bank reconciliations on Xero, maintaining balance sheet accounts, posting monthly journals for pre-payments and accruals and maintaining the fixed asset register.
- Assisting with budgeting and forecasting to provide cashflow forecasting and analysis and to predict business performance.
- Monthly management accounts and variance analysis, including reconciliations and producing records to verify the trial balance ledger accounts.
- Reviewing debtors and creditors and assisting the Operations Team in arrears management.
- Liaising with suppliers over invoices and payments.
- Invoicing for commercial and factoring clients, arrears collections, production of quarterly and annual customer statements and service charge budget reconciliations.
- Submission of VAT returns through Xero and ensuring compliance with the Construction Industry Scheme, (CIS).

- Assisting in financial modelling and viability testing of development opportunities as required.
- Preparation of financial reports for Board meetings and assisting with internal financial procedures as requested.
- Ensuring that appropriate financial records are maintained and assisting in the completion of annual audits and in the production of the Annual Financial Statements, as required.

### 3. Person Specification

The candidate will be a motivated individual who:

- Is a qualified accountant or part qualified with several years' relevant experience, preferably in the construction industry with experience of supporting projects through analysis of expenditure against budgets and forecasts.
- Is extremely organised and efficient.
- Works well as part of a team and is enthusiastic and driven to provide a high level of service to customers, suppliers and colleagues.

### 4. Applications

A current CV, (including two references) together with a personal statement should be submitted to: [info@larhousingtrust.co.uk](mailto:info@larhousingtrust.co.uk)

For further information or to discuss the role further please contact [info@larhousingtrust.co.uk](mailto:info@larhousingtrust.co.uk)

It is expected that interviews will be held in July 2022.