

## Finance Officer

Aberdeen  
Permanent position – Full time 35 hours per week  
£26,721 - £31,386 (pending job evaluation)

## Who are we?

Langstane Housing Association is a key provider of social housing in the North-East of Scotland with over 2,800 homes across Aberdeen City, Aberdeenshire and Moray. Our priority is ensuring our tenants live in good quality, safe homes.

This is an exciting time for us as we are restructuring to shape our future and deliver our strategic ambitions. This involves investment in ICT, our staffing structure and our company culture. Are you willing to take on a challenge and join us?

## What is the role?

As part of our busy Finance team, the main responsibility of this role is the processing of our employee monthly payroll (currently circa 80 people). You will be responsible for ensuring the correct calculations for variable input such as overtime payments and for administering statutory and occupational sickness and maternity payment.

In addition to the payroll activities you will also undertake other finance team activities including assisting in the recording and chasing of any insurance claims and recording rent adjustments in our Housing Management System to ensure we have accurate financial records.

We are on a significant cultural change journey at Langstane which includes modernisation of our IT systems. We are mid-way through our implementation of the Personio HR system and a new payroll system will follow which means this role will give you the opportunity to play a key role in that project.

## Who are you?

What is it in a candidate that really matters to us? It matters that you have a positive mindset, are great at what you do and that you put in the hard work. Obviously, as we have a passion for making a difference to people's lives, it matters you care as much as we do.

At least 5 years in-house payroll experience is essential for the role and a full understanding and demonstrable experience of payroll systems and pensions and UK legislation. From a general Finance perspective you will have knowledge of the General Ledger and ability to reconcile transactions to the Balance Sheet.

You pride yourself on attention to detail and have a proven ability to work to strict deadlines. A high level of confidentiality is required for the role as is working accurately with exemplary attention to detail.

Some systems modernisation experience would be desirable given you will play a part in the project to implement the new system

So, if you meet the criteria specified, want a job where no two days are the same, can influence positive change and like to be part of a progressive organisation that cares, we'd love to hear from you. Langstane offers a competitive salary and a wide range of benefits including 37 days annual leave (including public holidays), hybrid working and generous flexi-time.

## Applications

The role profile can be downloaded on our website - <https://langstane-ha.co.uk/careers/>. Please submit your CV with a covering letter setting out what makes you an ideal candidate for this role by the closing date to [recruitment@langstane-ha.co.uk](mailto:recruitment@langstane-ha.co.uk)

Closing date for applications is 24 June 2022.

We will not be working with Recruiters to fill this role.