



# Senior Finance Officer

**Location:** Homebased, with a requirement to regularly attend in person meetings and training events in Dumfries.

**Salary range:** £34,630 - £42,833 FTE (£13,852 – 17,133 pro-rata) + competitive benefits package

**Hours:** 14 hours each week (0.4 FTE) worked Monday to Tuesday

## About Us

Loreburn is a registered social landlord (RSL) and Scottish Charity, with 2,700 homes across Dumfries & Galloway. Established more than 40 years ago, our vision and mission is to 'create great places to live' by providing good quality, well maintained, and affordable homes.

As a community-based association, we place our tenant facing services at the heart of the communities we serve. Our 'Hub, Home & Roam' working model allows our team to work flexibly, ensuring they can be where they're most needed, supported by the right tools and resources to deliver on our commitments to tenants and communities.

## The Role

In this role, you will support the senior finance leadership team in overseeing the financial operations of the organisation, ensuring accuracy, compliance and efficiency in all financial activities. You will play a key role in financial analysis, reporting and budgeting, contributing to the strategic direction and financial health of the organisation. This role requires someone who is result-driven finance professional with a passion for excellence.

While the role is home based, there will be regular travel to Dumfries required for in person meetings.

## What we're looking for

We are looking for highly-skilled and experienced finance professional, with impeccable attention to detail and accuracy. Significant experience in a senior finance or accounting role is essential, experience in housing sector and regulatory compliance would be an advantage.

The ideal candidate will:

- Have experience in period end reconciliations
- Have experience in maintaining fixed asset register
- Have precision and thoroughness in managing financial records and processes
- Be able to analyse financial data and prepare financial reports
- Be comfortable working with a high degree of autonomy
- Be highly organised with excellent time management skills, attention to detail and the ability to plan tasks and projects.
- Be ICT proficient, particularly across Microsoft packages.
- Be confident to take ownership of issues and proactively seek solutions.

We value potential and a commitment to learning and encourage applicants who may not possess every requirement to find out more.

As a home based role, the ability to work from home in a suitable space, along with access to broadband is required.

## Working with us:

Along with a supportive work environment and a collaborative culture, we offer generous benefits and a great work/life balance.

- Competitive pay and rewards
- Matched pension contributions up to 8% and life cover of 3 x salary
- Salary sacrifice options for pension contributions
- 8 weeks paid holiday (pro-rata) which includes 12 fixed public holidays and a Christmas closure
- Westfield Health Plan – contributions towards a range of services including dental, optical, therapies, counselling and wellbeing services.
- Employee discounts including cashback and high street retail and gym discounts
- Family friendly policies
- Flexible working and a Hub, Home and Roam working model
- Support for continuous professional development and protected learning time
- Strong values-based culture offering autonomy and empowerment

For a confidential chat about the role, please contact Emilia Kopanicka, Head of Finance on 07850506996 or via email to [emiliak@loreburn.org.uk](mailto:emiliak@loreburn.org.uk).

## How to Apply

Apply by completing the online Recruitment Application Form which can be accessed [here](#)

**Closing date for applications:** 9am on 9<sup>th</sup> December 2024

**Interview date:** 16<sup>th</sup> December 2024

We're committed to making our recruitment practices as accessible as possible for everyone, this includes making any necessary adjustments. If you need us to do anything differently as part of the recruitment process, please let us know.

