



# Accounting Modern Apprenticeship

Oak Tree Housing Association  
40 West Stewart Street, Greenock, PA15 1SH  
Tel: 01475 807000

[www.oaktreeha.org.uk](http://www.oaktreeha.org.uk)

# **Our Vision**

## **Building Better Futures**

### **Our Values**

#### **Leadership**

Accepting accountability and balancing vision with execution, leading by example and encouraging and developing the staff team to be the best they can be.

#### **Customer Focus**

When developing and providing our services, our tenants' and other customers' needs come first.

#### **Team Working**

By working together we develop our flexibility and resilience to ensure we provide a best value service to our tenants and customers.

#### **Communication**

Our communication is effective, accurate, up-to-date and easy to understand.

#### **Respect**

We treat our tenants, other customers and each other with respect and dignity at all times.

#### **Integrity**

Openness, honesty, transparency and trust are at the core of all that we do.

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# Job Description

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**JOB TITLE:** Accounting Modern Apprentice

**RESPONSIBLE TO:** Senior Finance Officer

**GRADE:** Apprentice

**DATE REVIEWED:** June 2025

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## **1.0 MAIN OBJECTIVES OF POST**

- 1.1 To assist in ensuring all aspects of the Finance Department operate effectively.
- 1.2 To assist in ensuring the financial records are prepared timeously and accurately.
- 1.3 To support the finance team to deliver a professional and effective finance service for Oak Tree Housing Association and any subsidiary companies.

## **2.0 ACCOUNTABILITY**

- 2.1 Directly responsible to the Senior Finance Officer on a day-to-day basis & ultimately the Director of Finance.

## **3.0 SPECIFIC DUTIES / RESPONSIBILITIES**

### **3.1 Rents**

- Import rents daily, into system.

### **3.2 Purchase Invoices**

- Entry of all invoices onto the purchase ledger.
- Date, referencing and filing of invoices.
- Issuing of invoices to appropriate budget holders for authorisation.
- Processing of invoices in computerised purchase ledger.
- Payment of invoices - preparation and issue of remittance advices.
- Reconciliation of supplier statements to Purchase Ledger.
- Monitoring of purchase ledger including gathering and monitoring of statistics and reporting.
- Meet with the Senior Finance Officer monthly to discuss the management of the purchase ledger

### **3.3 Payments**

- Processing of all payments.

### 3.4 Sales Invoices

- Entry of all invoices onto the sales ledger.
- Assist in the preparation of all sales invoices.
- Processing of owner payments.
- Assist in debt recovery, including administration of debt recovery.
- Preparation of debtor statements.
- Operating credit control procedures.

### 3.5 Banking

- Maintain petty cash.
- Carry out petty cash reconciliations.
- Post petty cash to ledger.

### 3.6 Finance Administration

- Assist the Finance Assistants in all areas of finance administration, as required. Including decoration vouchers, letters, procedures, control accounts, transfers, adjustments, changes in suppliers, new suppliers, memo accounts, nominal analysis etc.
- Ensure all relevant audit information is accurate and available upon request.

### 3.7 Reconciliations

- Ensure all reconciliations are completed as part of the management accounts preparation, as required.

### 3.8 Reporting

- Meet all Key Performance Indicators (KPI) relevant to the purchase ledger, sales ledger, rent imports, bank payments, and report on these as required.

## 4.0 GENERAL

- 4.1 Liaise effectively with staff in other sections to maximise performance and enhance service delivery.
- 4.2 To liaise with external agencies to further the Associations' and any Subsidiaries objectives and to promote the interests of the Association and its Subsidiaries customers.
- 4.3 Assist in the implementation of the Association's Equal Opportunity and Diversity Policy and Action Plan as necessary. Promote and uphold the Association's commitment to diversity and equal opportunities in the decision and provision of services, in the procurement of services and in all policies.
- 4.4 To manage staff to ensure that files are kept up to date and maintained in accordance with GDPR.

- 4.5 To ensure familiarity with the computerised systems and ensure IT resources are used to the best effect to maximise efficiency.
- 4.6 Attend training courses, as required, keep up to date with legislation and best practice.
- 4.7 Produce Ad Hoc reports as required.
- 4.8 Promote and operate in line with OTHA's workplace values, Leadership, Team Working, Integrity, Customer Focus, Respect & Communication
- 4.8 To carry out any other duties as may be deemed necessary by the Director of Finance, Senior Finance Officers, Finance Assistants, Management Team, commensurate with the grade.

## **5.0 ACCOUNTING MODERN APPRENTICE QUALIFICATION**

- 5.1 To complete all modules of the SCQF Level 6 Accounting Qualification (Level 2 AAT Certificate in Accounting):
  - Introduction to Bookkeeping
  - Principles of Bookkeeping Controls
  - Principles of Costing
  - The Business Environment

## Person Specification

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<b>Skills\Knowledge\Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous experience of working in an Administrative or Finance Administrative Assistant type role		✓
Excellent communication (written and oral), listening and interpersonal skills, ensuring complete confidentiality and integrity at all times	✓	
Strong skills in attention to detail, produce accurate work	✓	
Excellent numeracy skills	✓	
Strong ICT skills (proficient in word, excel and outlook)	✓	
Awareness of time management, meeting deadlines, ability to multitask	✓	
Strong organisation skills and diligence		✓
Knowledge of the issues surrounding housing landlord finance functions for example income maximisation, rent collection, debt recovery etc.		✓
General understanding of equalities and data protection		✓
Experience of using finance software / systems, i.e. Sage, Quickbooks, Xero etc.		✓
Awareness of key financial statements: Balance Sheet, Profit and Loss, Cashflows and double entry bookkeeping		✓
Ability to analyse information and present this in a meaningful way		✓
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
National 5 (SCQF level 5) in Accountancy (or equivalent)	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Team player, with ability to develop good relationships with colleagues, customers and suppliers	✓	
Self-motivated, enthusiastic and flexible attitude to tasks	✓	
Flexible, self-aware, open minded and inclusive approach to work with a can do attitude	✓	
Flexibility and willingness to respond to the changing needs of the role / Association	✓	
Self-awareness and understanding of strengths and weaknesses with ability to utilise these to achieve solutions	✓	
Take responsibility for self-development and continuous improvement	✓	
Willingness to study and work, to learn new skills	✓	
Professional, friendly manner with good customer service skills	✓	

# Your Training Plan

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As part of this apprenticeship, you'll follow a comprehensive, blended learning programme designed to support your development. The training provider is Highland Learning Academy (HLA).

<https://hla.scot/>

- **Flexible Learning:** You will be provided with learning packs for each module which will require **self-study**. Your learning consultant will be available to support you through the programme. At the end of each module, you are required to sit an assessment.
- **Innovative Platform:** This is an online system, One File, which allows you to gain new knowledge, reflect on your learning, and build a strong professional portfolio.
- **No College Attendance Required:** All your training is delivered remotely. Off-the-job training hours (OTJH) are built into your working week, so there's no need to attend a separate college.
- **Work-Based Learning Hours:** Your OTJH are included within your normal working hours, for example, if you work 35 hours per week, you'll dedicate 7 hours weekly to off-the-job training.
- **Ongoing Support:** You'll receive regular one-to-one tuition and guidance from your dedicated learning consultant, who will connect with you online approximately every 4 weeks.



## Summary of Main Conditions

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### **Salary:**

National Minimum Wage (Apprentice rate, from £7.55 p/h)

<https://www.gov.uk/national-minimum-wage-rates>

The salary is paid by direct credit transfer monthly, normally on 23<sup>rd</sup> of each month.

### **Contract Type:**

Full -Time, Fixed Term (18 months)

### **Hours of Work:**

Normal hours of work are 35 hours per week, worked over 5 days, Monday to Friday.

Monday: 9am - 5pm

Tuesday: 9am - 6pm

Wednesday: 9am - 5pm

Thursday: 9am - 5pm

Friday: 9am - 4pm

### **Holiday Entitlement:**

25 days annual leave and 15 days public holidays per annum.

### **Place of Work:**

Oak Tree Housing Association, 40 West Stewart Street, Greenock, PA15 1SH.

### **Pension:**

Oak Tree Housing Association is a member of the Scottish Housing Association's Pension Scheme. Subject to terms of the scheme, we offer a defined Contribution scheme, with the option of an employee contribution of minimum 3% - 16%, with the OTHA contribution being 12%. Please note that life cover is included in the employer contribution.

**Notice Period:**

By employee: 1 week

By OTHA:

- (i) continuous service under 5 complete years ~ 4 weeks.
- (ii) continuous service of 5 years and over ~ 1 week for each complete year of service, up to a maximum of 12 weeks.

**Additional Information:**

OTHA currently offers an excellent working environment, staff onsite car parking, staff health checks (at 2 yearly intervals), annual staff teambuilding day, free fruit for staff delivered weekly and discounted membership to Inverclyde Leisure.

**This summary is for general guidance of applicants and will not form part of the contract of employment.**

## Key Dates

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Closing Date for CV's:	12pm on Monday 1 <sup>st</sup> September 2025
Interviews:	Week Commencing Monday 15 <sup>th</sup> September 2025

## OTHA History

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Oak Tree Housing Association has a track record of developing and managing good quality homes in Inverclyde and has a high-performance culture, focussed on service delivery which is driven by increased involvement from tenants and residents in the decision-making process.

The Association owns and manages 1820 houses throughout Inverclyde and provides services for over 1,200 homeowners in Inverclyde.

We started developing in 1989 and since then, we have successfully completed over 60 house-building projects. The total investment value of these projects is presently estimated at £148M. The programme has catered for a variety of tenures. At 83%, social housing is the largest tenure. However, the programme has also provided accommodation for low-cost home ownership and outright sale on a shared equity basis.

Work has involved refurbishment, conversion, new-build and demolition. Wider action involvement was also significant in the development of a community centre in the Branchton Social Inclusion Partnership area. In fact, the regeneration of previously designated Social Inclusion Partnership areas had been the main focus of the Associations development activities in recent years. Development of these areas placed much emphasis on sustainability, energy efficiency and community involvement and the work that has been carried out in Branchton, Wren Road and Grieve Road is a credit to the Association and our development partners. This has helped to provide sustainable energy efficient affordable homes for 240 tenants and sharing owners in these areas.

Past achievements include the refurbishment of 57 closes in the West Station and Town Centre areas of Greenock. New-build which accounts for over 68% of the Associations total development programme has, over the years, provided a healthy mix of flats, and cottages.

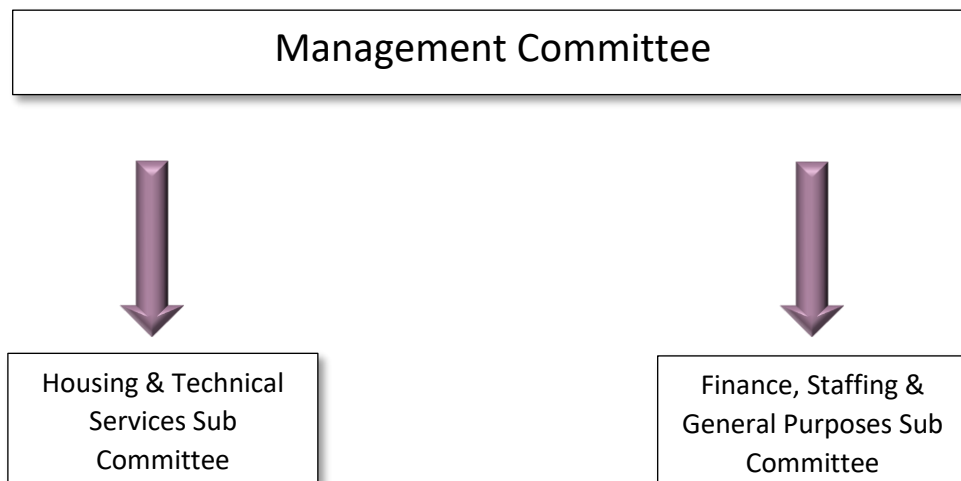
In addition, a number of special needs facilities have been provided and these have helped people with learning disabilities to live a healthy life in the local community rather than remain in hospital care. The Association also built a Woman's Aid Refuge and this has been a great asset for the community in helping to address domestic abuse issues.

The last project completed by the Association was a 71 unit new-build development as part of a larger development of 198 homes with the Link Group. The units were handed over to Oak Tree as a turnkey project and all units at Bunston Grove have been well received by tenants.

## Committee & Staffing Structure

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The Association is managed by a Committee of Management made up of 12 members (maximum of 15) and operates currently through two sub-committees as follows:



All sub-committees meet on a quarterly basis.

## Staffing Structure

Information on our staffing structure can be found here:

<https://oaktreeha.org.uk/Staff/>



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