



Recruitment Pack

Finance Manager

2024

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Welcome from the CEO

Dear Applicant,

Thank you for your interest in working with Southside Housing Association as our Finance Manager. This pack will provide you with details of the role and information about the Association to assist you in the application process.

To apply, please complete an application form and criminal convictions form via our website here:– www.southside-ha.org/vacancies/

Thanks again for your interest and I wish you good luck with your application.

Yours faithfully,

Paul McVey
Chief Executive Officer



About us



At Southside Housing Association (SHA) we care about our community.



SHA is a registered social landlord providing housing and a range of other services across the south side of Glasgow.

We are community controlled which means our decisions are taken by a tenant controlled Management Committee. We are also a registered Scottish charity (Scottish Charity Number SC036009).

We have operated as a social landlord on the south side of Glasgow for over forty years and currently own and manage approximately 2,250 houses for social rent, 250 for Mid-Market Rent and through our factoring company SFARS, we provide a factoring service for a further 1,000 owners. We also have an extensive development programme to build new homes.

Over the years we have expanded the range of services we provide to include:

- A variety of housing options &
- support Money advice & support
- Community events & activities
- Repairs & maintenance
- Concierge & common area maintenance
- Handyperson, Home & Hospital and Advice & Information (for older and disabled people living in Glasgow)
- Advice & information on repairs and home improvements (for people who live in Glasgow who are aged 65 and over, or have a disability, irrespective of age).

Our Vision

We have a vision to support thriving places and communities. We want;

- All our homes to be popular, affordable, well-maintained and energy efficient;
- Our customers to receive excellent services from approachable and knowledgeable staff;
- To serve the needs of all communities equally, and;
- To work with partners to build popular and inclusive neighbourhoods.

To support our vision we are active members of the Scottish Federation of Housing Associations (SFHA), Glasgow and West of Scotland forum of Housing Association (GWSF) and Employers in Voluntary Housing (EVH).





Our Values

01 Professional

We will act with integrity, we will be impartial in the advice we give and the actions we take, and we will be reliable and competent in our work.

02 Responsive

We will be focused on both the needs of the individual customer and the community.

03 Progressive

We will seek to empower individuals and communities in our work. We will be proactive in addressing problems and we will tackle inequalities where we find them.

Job Role/ Description

Job Details: Finance Manager

Report to: Director of Finance & Corporate Services

Department: Finance/Corporate Services & I.T.

Grade: EVH

Points: SM3-SM5

Salary: £51,305 - £54,353

Date Created: November 2023

Last Review Date: November 2023

Job Summary

The main aim of the Finance Team is to provide financial information to our colleagues to help them operate efficiently and effectively and to support business planning and decision-making. Our approach to finance is changing in Southside and we want you to spearhead that change introducing new ways of working and financial modelling tools to assist us with our financial management.

Southside HA is a charity as well as a company registered under the Co-operative & Community Benefit Societies Act 2014 and we have an operational subsidiary, SFARS which provides our factoring and Mid-Market Rent services.

All staff within the Association must understand and implement the core values of Southside Housing Association and adhere to the Terms and Conditions of employment and the Association's Code of Conduct. Our staff must adhere both in spirit and legally to the Equalities and Diversity legislation and Policies. All personal data must also be treated in strict adherence with Data Protection Legislation.

The main duties in the role will cover financial management, governance and compliance and leadership of the team.

Core Competency Areas:

- Strong communication with staff, external agencies and contractors with the ability to adopt a business partnering approach.
- Making things happen within your department by problem solving and solution finding.
- Show leadership and initiative at your level in the organisation.

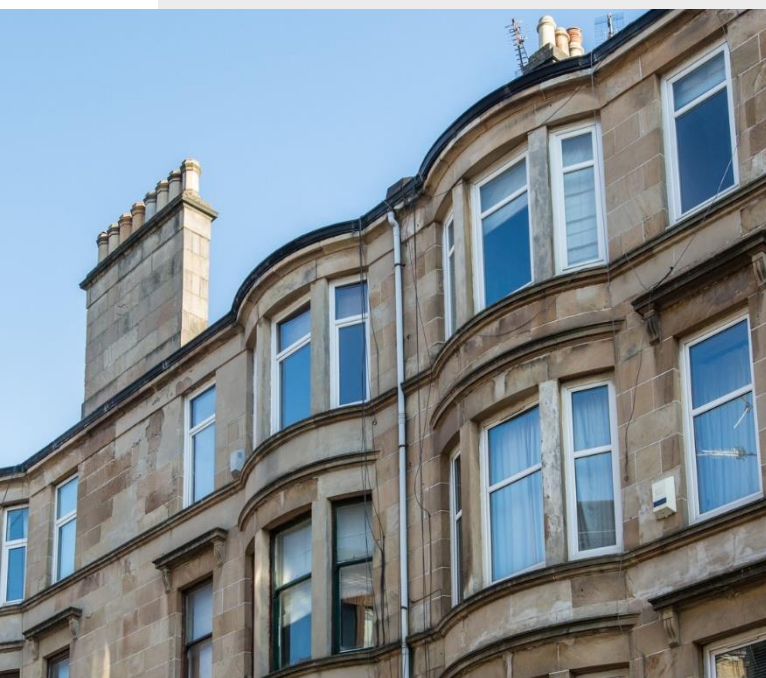
Job Role/ Description

What does this mean for the post holder:

1. You will demonstrate an awareness and understanding of your role and your place in the team and take responsibility for your actions.
2. You will seek out opportunities to positively enhance SHA's ways of working.
3. You will seek advice and support appropriately from colleagues and line manager.
4. You will be self-motivated, positive and supportive of your colleagues and the Management Committee.
5. You will demonstrate respect, honesty and professionalism across all areas of your job.
6. You will take responsibility for your development and performance, keeping up to date with new processes and information.
7. You will be able to identify training and learning opportunities.

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1. You will demonstrate an awareness and understanding of your role and your place in the team and take responsibility for your actions.
2. You will seek out opportunities to positively enhance SHA's ways of working
3. You will offer advice and support to colleagues and seek the same from peers and the CEO.
4. You will be self-motivated, positive and supportive of your colleagues and the Management Committee.
5. You will demonstrate respect, honesty, and professionalism across all areas of your job.
6. You will take responsibility for your development and performance, keeping up to date with new processes and information.
7. You will be able to identify training and learning opportunities.



Role Outputs

Outputs	Includes the requirement to:
Lead the production of statutory accountants and external audit for the Association and subsidiary	<ul style="list-style-type: none">• Develop, implement and manage the year end workplan• Act as initial point of contact for external auditors• Follow up audit points and close off timeously
Produce monthly management accounts and associated committee reports	<ul style="list-style-type: none">• Manage month end workplan and ensure timely monthly close• Balance sheet reconciliations• Ensure accurate posting of income and expenditure• Prepare and post prepayments and accruals• Fixed asset and component management• Preparation of Management Committee reports with clear explanations of key variances• Attend Committee meeting to present and discuss management accounts
Cash flow management and reporting	<ul style="list-style-type: none">• Management of rolling month cash forecasting in adherence with Treasury Management Policy• Working capital management to ensure cash is utilised efficiently• Oversee reconciliation of all bank accounts
Capital budgeting	<ul style="list-style-type: none">• Appraisal of projects communicating business plan impact and funding requirements to non-financial managers
Management of annual budgeting cycle	<ul style="list-style-type: none">• Liaise with budget holders to analyse cost drivers and resource requirements.• Identify potential cost efficiencies to maximise value for money• Set and manage departmental budgets with regular reporting to assist non-financial managers to understand key areas of expenditure• Provide variance analysis with associated narrative
Ensure external submissions are made by required deadlines	<ul style="list-style-type: none">• Submit various regulatory and voluntary submissions

Role Outputs Cont'd

Oversee monthly payroll and pension submission processes	<ul style="list-style-type: none">• Oversee payroll and pension calculations and ensure submissions are made timeously.• Carry out relevant checks to ensure accuracy and reliability of information
Manage financial processes and controls to mitigate risk	<ul style="list-style-type: none">• Undertake updates to financial procedures to ensure risks are managed effectively• Implement financial controls in accordance with documented policies.• Review and document financial processes and supporting documentation.• Keep abreast of legislative developments affecting your area of work and undertake training and continual professional development to keep up to date with the Association's changing requirements.
Management and development of the finance team	<ul style="list-style-type: none">• Set and manage workload of finance team ensuring key outputs are achieved and KPI's are met• Undertake regular performance reviews• Support and develop the finance team
Ad-hoc reporting	<ul style="list-style-type: none">• Provide support and information to• Any other duties consistent with the post as required

Person Specification

Requirements	Essential	Desirable	Method of Assessment	
Education & Experience			Form	Interview/Presentation
A recognised CCAB accountancy qualification or equivalent.	✓			✓
At least three years' experience in a senior finance role		✓		✓
Substantial relevant and recent experience in financial planning / control and risk management	✓		✓	
Previous experience in a public or voluntary sector organisation, preferably in the housing sector or care sector	✓			✓
Experience of staff management at a senior level	✓		✓	✓
Good Treasury Management Experience and understanding		✓	✓	✓
Knowledge, Skills & Abilities				
Excellent financial accounting skills and statutory accounts preparation experience	✓		✓	✓
Excellent technical understanding of FRS102 and charities SORP	✓		✓	

Person Specification

Knowledge, Skills & Abilities				
Excellent written and oral communication skills, able to communicate complex financial matters to non-technical experts	✓		✓	
Effective communicator and manager with a proven ability to motivate and develop staff teams		✓	✓	✓
Ability liaise effectively with other staff and to offer advice and support when required	✓			✓
Ability to produce appropriate performance monitoring information and to report to Management Committee and Board of Directors.		✓	✓	✓
Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on the running of the organisation	✓			✓
Experience of the regulatory framework for housing associations		✓	✓	
Strong leadership skills to give direction to staff, fellow managers and advise senior management.		✓	✓	✓
A knowledge of occupational pension schemes		✓		✓

Person Specification

A knowledge of loan portfolios and covenant compliance		✓	✓	✓
Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse community	✓			✓
Understanding of strategic management and business planning and the relationship with the finance function	✓		✓	✓
Good understanding and experience of option appraisal methodologies		✓		✓
Strong managerial qualities and experience, both at team and organisation wide level	✓			✓
An understanding of other corporate responsibilities i.e. ICT, HR, Administration		✓		✓
High level of IT competence and experience of accounting software and excellent MS Excel skills	✓		✓	
Experience of risk management and managing risk registers for Finance functions		✓	✓	✓
Experience in identifying efficiency savings and driving through value for money within an organisation		✓	✓	✓

Person Specification

Strong commercial acumen		✓	✓	✓
Values & Attitudes				
Ability to demonstrate empathy with the organisation's values.	✓			✓
Commitment to continuous improvement and excellence	✓		✓	✓
Commitment to the practical application of equalities policy and practice	✓		✓	✓
Concern for probity, openness and accountability	✓			✓
Demonstrated commitment to continuing professional development	✓		✓	
Other Considerations				
Ability to meet the practical requirements of the post including flexibility regarding travel and occasional evening meetings	✓			✓

Key Relationships

Who?	Why?
Director of Finance & Corporate Services	Head of Department / Line Manager
Leadership Team	It is important that the leadership team is provided with high quality financial information to inform decision-making.
Management Committee	Reporting to the Governing Body, it is vital that there is an understanding by members of the information being presented to allow effective strategic decision making.
Finance Team	It is vital that the Finance Team is managed effectively to ensure that the needs of the Association are met.
External stakeholders – auditors, lenders, insurers & regulatory bodies	It is important that key external stakeholders are managed effectively and financial returns are submitted on time.

Summary of Terms

Southside Housing Association is a full member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH terms. A summary of the principal areas are as follows:

Salary	Employers in Voluntary Housing <u>SM3 – SM5</u>
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Salary Payment	Salary will be paid on 23rd of each month
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Contract Status	Permanent
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Hours	35 hours per week, Monday to Friday. The office is open to the public: 9am-5pm Monday to Friday
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Place of Work	Southside Housing Association, Southside House, 135 Fifty Pitches Road, Glasgow, G51 4EB. The Association has onsite parking.
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Holiday Entitlement	25 days per annum and 15 public holidays per annum
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Pension	The Association offers SHAPS Defined Contribution pensionscheme (Employee contributions 5% and Employer contributions 10%). New staff are auto-enrolled immediately at the above contributions.
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**Notice
Period**

12 weeks

**Professional
Fees**

One set of professional fees paid per annum

**Learning &
Development**

We committed to investing in our people to ensure that staff members within each department are able to contribute fully to the Association's objectives.

**Additional
Benefits**

- The Association has a culture that promotes work life balance and is supportive of flexible working requests
- Commitment to continued learning and development
Staff can access Hospital Saturday Fund (at their own cost)
- Access to Cycle to Work Scheme



The Selection Process

Visit our website for more information, www.southside-ha.org.

A summary of the selection process and key dates are as follows:

Application	Please complete the application form and return to recruitment@southside-ha.co.uk
Closing Date	N/A
Interview	Interview invites will be sent by email.
Place of Interview	135 Fifty Pitches Road, Cardonald, G51 4EB.

Contact us



135 Fifty Pitches Road, Cardonald, G51 4EB.



0141 422 1112



southside-ha.org/vacancies/



recruitment@southside-ha.co.uk



SOUTHSIDE
housing association