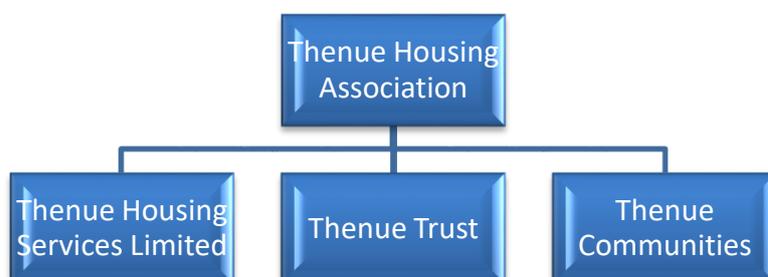


## FINANCE MANAGER BACKGROUND INFORMATION ON THENUE, THE POST AND DETAILS OF HOW TO APPLY

### 1. INTRODUCTION AND OVERVIEW

- 1.1 Thenue Housing Association Ltd is a Registered Social Landlord (RSL) and was formed in 1979. We have a stock base of just over 3,000 properties; we own 21 supported housing properties, have around 54 sharing owners and offer a factoring service to over 800 owner occupiers. Our housing stock is a mixture of new build houses and flats built between the late 1970s and the present day, Victorian sandstone tenements including a few listed buildings and 1930s 'interwar' flats. They are spread across a number of locations in Glasgow including Bridgeton, Calton, Cranhill, Castlemilk, Dalmarnock, Scotstoun, Baillieston and Blackhill.
- 1.2 All our staff are based in the registered office at 423 London Road. We have two Community Centres (Calton Heritage & Learning Centre and Netherholm Community Hall), which are managed through our subsidiary Thenue Communities. We employ around 75 members of staff and have a Group turnover of nearly £19 million. We operate a system of hybrid working incorporating both home and office-based working practices as well as a Flexible First approach.
- 1.3 Thenue Housing operates a group structure.
- **Thenue Housing Association Limited**, which owns the housing, is the parent body with charitable status Scottish Charity no. SC032782. Regulated by the Scottish Housing Regulator.
  - **Thenue Housing Services Limited** is a wholly owned subsidiary company, registered no. SC237778, through which non-charitable consultancy work other housing related activities are channelled.
  - **Thenue Trust** which aims to attract charitable resources for the communities where we work, Scottish Charity no. SC036062.
  - **Thenue Communities** a charitable, Scottish Charity no. SC044082 subsidiary company that manages our local community centres providing facilities for learning, training, play or social events.



## 1.4 What we stand for



### **Our Purpose or Mission Statement:**

Delivering quality and affordable homes with excellent customer service...improving homes, lives and communities.

### **Our vision:**

Quality homes and stronger communities where people want to live.

### **Our Values:**

Passion	Excellence	Respect	Connection
<ul style="list-style-type: none"><li>• We are committed, determined and motivated</li></ul>	<ul style="list-style-type: none"><li>• We aim to be the best we can be</li></ul>	<ul style="list-style-type: none"><li>• We treat everyone with courtesy and dignity, recognising diversity</li></ul>	<ul style="list-style-type: none"><li>• We listen, to engage with our customers and communities</li></ul>

## 2. BACKGROUND TO THE POST

- 2.1 The post has responsibility for delivering an effective finance & factoring function which is responsive to the needs of the Association's staff, Board and customers. You will be responsible to Director of Finance, IT & Resources.
- 2.2 The post has responsibility for managing the finance team comprising of 2 x Senior Finance Officers; 2 x Finance Assistants, 1 x Factoring Officer, and 1 x Factoring Assistant.
- 2.3 You will be a qualified accountant and have experience in preparation of management accounts and managing a team. You must have excellent IT, organisational, communication and report writing skills and be used to dealing with confidential information.
- 2.4 A full list of the essential and desirable criteria can be found in the job description and person specification.

## 3. SALARY AND CONDITIONS

Thenue Housing Association Ltd offers an attractive rewards package in accordance with EVH terms and conditions including:

### **Salary**

The pay band range for the Finance Manager is EVH Grade 9, SM2 – SM4 (£50,104 - £52,827) per annum and pro-rata for part-time hours (pay award pending 1<sup>st</sup> April 2024).

### **Duration**

The Finance Manager post is being offered as a permanent contract, for 35 hours per week although we will consider part time or flexible working. An initial 6 months' probation period will be applied to the post.

### **Checks**

A basic Disclosure Scotland is required for this post. A full, current driving licence is desirable for this post.

### **Holidays**

Annual leave entitlement is 25 days plus 15 public holidays per annum (pro-rata for part-time) in line with our EVH Statement of terms and Conditions. There are an additional 4 flexible days leave (pro-rata for part-time posts) through our Hybrid and Flexible First Policy.

### **Work/Life Balance**

Thenue promotes a work/life balance in relation to working hours. Our standard working week is 35 hours Monday to Friday. We operate a hybrid model of working where some days can be worked from home, others in the office, dependent on the needs of our business and in accordance with our Team Charters. We also operate a Flexible First approach which allows some degree of flexibility in terms of working hours.

### **Pensions Scheme**

Thenue provides a Defined Contribution Pension Scheme through the Scottish Housing Association Pension Scheme (SHAPS). The current contribution rate is 9%, split 6%:3%; employer:employee. Life cover is paid by the association in addition to the main pension contribution, resulting in an overall contribution rate of 9.45%. Automatic enrolment into the pension scheme we provide is necessary; however you may opt out if you wish. If you do, we are required to enrol you again every three years. Additional voluntary contributions can be made.

### **Payment of Professional Fees**

The Association will re-imburse one set of annual fees paid by employees for membership of professional institutions when such membership is directly relevant to the work of Thenue.

### **Prescribed Spectacles**

Thenue will contribute £104.33 as at 1 April 2023 towards the cost of prescribed spectacles.

### **Cycle to Work**

Thenue participates in the Government's 'cycle to work' scheme to promote healthier journeys and to reduce environmental pollution.

## **4. THE RECRUITMENT PROCESS**

Thank you for taking an interest in Thenue Housing. We hope that a combination of this introduction and the various attachments should help you to learn more about us, the post open for recruitment and encourage you to take the next step!

When submitting your completed application, please email to [recruitment@thenuehousing.co.uk](mailto:recruitment@thenuehousing.co.uk)

Complete your Equalities Data Collection Form – [click to view](#)

Identification, work eligibility, proof of qualifications, Disclosure Scotland, DVLA and references will be requested only if you are offered the position. The offer will be subject to satisfactory checks. **Please do not include copies of your qualifications or references with your initial application.**

An application made by a relative of either a current Board member or anyone who has been a Board member within the last twelve months, cannot be considered and no offer of employment can be made.

The enclosed person specification lists the minimum essential and desirable requirements for the post. When shortlisting for interview, the interview panel will only consider the information contained within your CV and will assess this against the agreed person specification.

You should consider the relevance of the information supplied in your application with that contained in the person specification and job description. Stating that you meet the criteria in the person specification alone does not demonstrate this to the interview panel. **You should provide examples and evidence demonstrating your skills and experience.**

If you are shortlisted for interview, the interview panel will wish to discuss the areas covered in the Person Specification in more detail. The questioning at interview will be designed to assess further how you meet the criteria in the person specification as well as your commitment to the values of Thenue.

**Please note if you are not asked to interview we are unable to provide feedback to those candidates that have not been invited to interview.**

Thenue Housing Association aims to be an equal opportunities employer and is committed to diversity in employment. If you feel that there is anything specifically that you need from us to encourage our commitment, or you wish an informal discussion with us then you may contact Barry Allan at [barry.allan@thenuehousing.co.uk](mailto:barry.allan@thenuehousing.co.uk)

Once completed your application and equal opportunities monitoring form should be submitted: by email to: [recruitment@thenuehousing.co.uk](mailto:recruitment@thenuehousing.co.uk)

Please note that the closing date for receipt of your application is 12 noon on Friday 15 March 2024 with interviews scheduled for Tuesday 26 March 2024 at our Head Office in London Road.

**Communication from Thenue will be via email, please ensure the email address given is operational and check your Spam or Trash boxes for responses.**

## THENUE HOUSING ASSOCIATION LTD

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Finance Manager
<b>DEPARTMENT:</b>	Finance
<b>GRADE:</b>	EVH Grade 9 (SM2 to SM4) (£50,104 - £52,827 per annum, pay award pending 01 April 2024)
<b>RESPONSIBLE TO:</b>	Director of Finance, IT & Resources
<b>STAFF RESPONSIBILITY</b>	Finance & Factoring Teams

### PURPOSE OF THE JOB ROLE

- To lead and manage the provision of a high quality, finance and factoring function for the Association.
- Develop and drive a performance culture with a focus on successful task completion, teamwork and personal responsibility.
- Lead, manage and motivate your team to achieve and deliver for our customers, both internal and external.
- To achieve your teams' objectives and assist in the delivery of our overall strategic objectives.
- Display and encourage behaviours in line with the values of Thenue, '...being the best that we can be.

### DUTIES & RESPONSIBILITIES

#### 1. Staff Management

- 1.1 Acting as first line manager for finance and factoring staff in the department; encouraging staff development including staff appraisal, training and welfare.
- 1.2 Assisting the Director of Finance, IT & Resources in planning and management of staff resources needed to carry-out the finance and factoring functions effectively; assisting with recruitment and induction of new staff.
- 1.3 Assist in the establishment and monitoring of performance targets for staff.

#### 2. Financial Management

- 2.1 Budget preparation in liaison with Director of Finance, IT & Resources and budget holders for the parent and subsidiaries as appropriate.
- 2.2 Preparation of management accounts for parent and subsidiaries and supplementary analysis for management purposes; developing and supervising systems for reporting and budget monitoring.
- 2.3 Production of cash flow projections and monitoring reports; treasury management.
- 2.4 Supervision of month end computerised ledger procedures.
- 2.5 Overseeing completion of quarterly VAT return.
- 2.6 Production of information for returns to external bodies in liaison with Director of Finance, IT & Resources.

### **3. Factoring**

- 3.1 To maintain and develop a comprehensive factoring service to owner occupiers, sharing owners and commercial owners.
- 3.2 Ensure that the Association is properly registered as a property factor and completes an annual update of property and land as outlined in the Property Factors Scotland Act 2011.
- 3.3 To ensure that the Association meets its obligations under the Factoring Code of Conduct as outlined in the Property Factors Scotland Act 2011.
- 3.4 Production of regular performance reports pertaining to factoring.

### **4. Development Finance**

- 4.1 Assist with financial viability appraisals of development/growth opportunities in liaison with development staff and Director of Finance, IT & Resources.
- 4.2 Assisting the Director of Finance, IT & Resources with raising development loans from private sector institutions in accordance with association procedures.
- 4.3 Supervision of claims for development funds from all sources and of record keeping.

### **5. Property Revenue**

- 5.1 Supervision of the Association's rent accounting function.
- 5.2 Ensuring production of calculations for annual rent setting, service charge review and hostel rents.

### **6. Committees & Budget Holders**

- 6.1 Ensuring production of monthly/quarterly reports to managers on variance spend for reactive repairs, cyclical, major repairs, development, overheads etc as appropriate.
- 6.2 Providing support and assistance to staff and committees with understanding of finance, financial reporting and local financial arrangements (e.g. bank accounts, rent collection arrangements)
- 6.3 Assist with the preparation of reports for the Association's and Subsidiaries Governing Boards.
- 6.4 Presentation of reports to the subsidiaries governing Boards or management teams as required.

### **7. Policy, Procedures & Strategy**

- 7.1 Assistance with financial and factoring policy development; writing procedures and developing record systems, both computer and paper based.
- 7.2 Input into development of strategy documents e.g. the Business Plan.

## **8. Other**

- 8.1 Assistance with Annual Return on the charter indicators.
- 8.2 Ensuring completeness of the quarterly key Performance Indicators dashboard.
- 8.3 Insurance Claims Monitoring.
- 8.4 Attendance at monthly Operational Managers Team Meetings.
- 8.5 Provision of finance services to client associations if opportunities arise and as time permits.
- 8.6 Observe and continually promote equal opportunities, service and health & safety standards in compliance with organisational aims and objectives.
- 8.7 Attendance at conferences, seminars, and training events as appropriate.
- 8.8 Any other duties which may from time to time be required in line with the needs and objectives of the Association's business.

Barry Allan  
Director of Finance, IT and Resources  
19 February 2024

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Have a professional accountancy qualification (for example, ICAS; ACCA; CIPFA; CIMA)
- Substantial relevant and recent experience in financial planning/control and risk management
- Experience of staff management at a senior level
- Excellent financial accounting skills and statutory accounts preparation experience
- Excellent technical understanding of FRS102 and Charities SORP
- Excellent written and oral communication skills, able to communicate complex financial matters to non-technical expert
- 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
- High level of IT skills and competence – experienced in the use of accountancy software/finance systems and excellent Microsoft Excel skills
- The ability to work well on own initiative and as part of a team, prioritise work and handle pressure of deadlines
- Ability to demonstrate empathy and alignment with Thenu's culture and values
- Commitment to continuous improvement and excellence in the working environment and in personal development
- Has an assertive, confident and pro-active approach
- Fully embraces change in culture and working practice

### **Desirable Criteria**

- At least 3 years' experience in a senior finance role
- Experience of working within a social housing or voluntary sector environment
- Good treasury management experience and understanding
- Experience of implementing new finance/housing management systems
- Working knowledge of community-based Housing Associations and their business operations
- Ability to produce appropriate performance monitoring information and to report to Board of Management.
- Strong leadership skills to give direction to staff, fellow managers and advise senior management.
- A knowledge of occupational pension schemes
- A knowledge of loan portfolios and covenant compliance
- Experience in identifying efficiency savings and driving value for money within an organisation
- Full current driving licence
- Use of own car for business purposes

# Thenue Housing Association

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## Employee Fair Processing Notice

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This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

1. Thenue Housing Association and its subsidiaries (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the Data Protection Act of 1998 and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5976217 and we are the data controller of any personal data that you provide to us. Our Data Protection Officer (DPO) is Arlene Robertson, any questions relating to this notice, and our privacy practices, should be raised with her.

2. We collect the following information from you, both from information you have supplied or from third parties such as banks, the DWP and Trade Unions. We collect the following:
  - (a) Name
  - (b) Date of Birth
  - (c) Address
  - (d) Telephone Number
  - (e) E-mail address
  - (f) NI number
  - (g) Personal characteristics such as gender and ethnic group
  - (h) Qualifications
  - (i) Absence information
  - (j) Details concerning health or any disability
  - (k) Passport/birth certificate
  - (l) Driving licence
  - (m) Criminal conviction forms

We collect and use the above information and personal data for:

- (a) Administration of contracts of employment
- (b) Payment of salaries
- (c) Recruitment and selection
- (d) Pensions and associated benefits
- (e) Appraisal, training and development
- (f) Membership of professional bodies

- (g) Health, safety and wellbeing
- (h) Equality monitoring
- (i) Eligibility to work in the UK

3. We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:
  - To process your salary payments;
  - To allow your pension provider to process pensions information and handle your pension;
  - To allow your electronic payslips to be produced and issued to you;
  - If we enter into a joint venture with or are sold to, or merged with, another business entity, your information may be disclosed to our new business partners or owners.
4. Your information will only be stored within the EEA (European Economic Area).
5. When you give us information we take steps to make sure that your personal information is kept secure and safe. All staff files are held in a locked cabinet when in paper format, and in a password protected folder/Sage HR when in electronic format.
6. We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law, or as set out in any relevant contract we have with you.
7. You have the right at any time to:
  - Ask for a copy of the information about you held by us in our records; and
  - Require us to correct any inaccuracies in your information
8. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact the DPO.
9. You have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:  
**The Information Commissioner's Office – Scotland**  
**45 Melville Street, Edinburgh, EH3 7HL**  
**Telephone: 0303 123 1115**  
**Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)**

The accuracy of your information is important to us; please help us keep our records updated by informing us of any changes to your personal and contact details.