

7th February 2024

Dear Applicant

Application Pack for Post of Head of Finance

Please complete and return the enclosed application form by 5pm on Thursday 29th February 2024.

Please note CVs will NOT be accepted for this position.

Yours faithfully

Erica Davidson

CEO

# KNOWES HOUSING ASSOCIATION



# JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| JOB TITLE: | Head of Finance (HOF) | GRADE: | SM7 – SM9 |
| ACCOUNTABLE TO: | Chief Executive Officer and Management Committee |  |  |
| REPORT TO: **DATE LAST REVIEWED** | Chief Executive Officer (CEO) February 2024 |  |  |

## OBJECTIVES OF THE POST

To have responsibility for the Finance and ICT functions with relation to Knowes Housing Association and to be the line manager responsible for the day-to-day organisation and supervision of the business and the staff of the Finance Section.

**ROLE OF TEAM**

The Head of Finance post is part of the Senior Management Team and also head of the Finance Team. The Senior Management Team is responsible for implementing the strategic direction of the association and ensuring regulatory compliance, setting and monitoring objectives and managing performance across the organisation.

**PRINCIPLE DUTIES -** General

|  |  |
| --- | --- |
|  | 1. To implement the Association’s policies and procedures ensuring legal and financial obligations are met and updating Management Committee and staff of new legislation. 2. To manage and lead the Association’s Finance Team. 3. To advise the Management Committee, all the staff and CEO on matters relating to the financial function of the Association including the development of the financial strategies and accounting systems and procedures within the organisation. 4. To contribute to securing funding and project management of wider action projects. 5. To contribute to the overall operation of the Association and contribute to the policy formulation as a member of the Senior Staff Management Team. 6. To work in conjunction with the CEO and Knowes’ ICT support company to manage and improve the Association’s IT systems and implement Knowes’ ICT Strategy.   **SPECIFIC DUTIES**   1. To allocate and supervise the work of the Finance Section to ensure that the finance function of the Association is carried out in an efficient manner and in accordance with Association’s policies, Scottish Housing Regulator’s guidance and statutory requirements. 2. To be responsible for maintaining the Association’s Bank Accounts, ensuring reconciliation of said accounts and that all items of income and expenditure are properly accounted for. 3. To be responsible for the Rent Accounting System, ensuring reconciliation of rent accounts to the ledger on a monthly basis. 4. To be responsible for the Purchase Ledger and the payment of contractors. 5. To be responsible for the annual rent review and the consultation of tenants and setting the rents with the approval of the Management Committee. 6. In conjunction with the CEO and Head of Property Services to be responsible for the factoring service to owner occupiers and returns to the Property Factors Register and ensuring the Association’s written statement of services is up to date and that we comply with the Property Factor’s Code of Conduct. To respond to queries and complaints from owners with regard to the service and authorise refunds to owners. 7. To ensure that owner house re-sales are dealt with promptly and information supplied to solicitors. 8. To manage the debt collection process of owner and tenant rechargeables and former tenant arrears collectables. 9. To prepare and monitor the Annual Budget which relates to the activities of the Association and contribute to corporate planning through the Senior Management Team and the preparation of the annual business plan. 10. To prepare monthly management accounts and monitor the Association’s performance against budget and highlight any variances to the CEO, Head of Housing, Head of Property Services and Management Committee. 11. To prepare the Annual Accounts in accordance with statutory requirements, for review by the Association’s auditors. 12. To liaise with CEO/Head of Property Management in establishing private funding for Development contracts. 13. In conjunction with the CEO, to advise on, establish, and control the Association’s treasury management portfolio. 14. To prepare and review the Loan Portfolio Return, Cash Flow Forecasts, and Annual and Quarterly returns and submit same to The Scottish Housing Regulator. 15. To ensure that statutory returns are prepared and submitted timeously to the Scottish Housing Regulator, Financial Conduct Agency, Revenue and Customs, Office of the Charity Regulator, the Data Protection Registrar and other Statutory bodies. 16. To ensure that payment and authorisation of monthly wages/salaries, expenses and pensions are made to enable staff to be paid on 28th of each month. 17. To supervise the production of annual accounts in accordance with statutory requirements and liaise with internal and external auditors as required. 18. To provide advice to other sections within the Association on accounting system requirements and controls. 19. To develop and implement a risk management and borrowing strategy in conjunction with other senior members of staff. 20. To liaise with bank, auditors, the Scottish Housing Regulator and other relevant agencies to ensure maximisation of the Association’s assets. 21. To maintain and control manual and computerised accounting systems in a satisfactory manner and liaise with the CEO on their future development as appropriate. 22. To maintain loan accounts and report on Covenant compliance to Committee and Management Team. 23. To prepare reports and presentations for the Committee of Management and attend meetings of the Management Committee, Audit Subcommittee and Finance Subcommittee. 24. To contribute to achieving a good image for the Association by ensuring that he/she and the Section Staff operate correctly, according to the Association’s Code of Conduct, policies, procedures and practice and offer a good service to clients and the community. 25. To maintain good relationships with bodies with which the Association has dealings (including the Scottish Housing Regulator, Scottish Executive, Local Authorities, SFHA, etc.) 26. To contribute to the production of Association publications. 27. To ensure monthly returns are made to the Inland Revenue and Pensions Trust. 28. To ensure quarterly returns are made to the Customs and Excise and keep up to date on all current VAT legislation 29. To organise the annual internal audit and liaise with the internal auditors with regards to internal audit plans and action points arising from internal audit. 30. In collaboration with the CEO and the Management Committee to be responsible for the procurement of insurance services and ensure that adequate insurance is in place to cover all the association’s assets, people and all liabilities. 31. In collaboration with the CEO and the Management Committee to be responsible for the procurement and review of both external and internal audit services. 32. In conjunction with the CEO and the Committee to be responsible for appointing Knowes’ IT support providers, liaising with IT support and procuring all IT equipment. For proposing Knowes’ annual IT plan and and ensuring that all IT policies and procedures are adhered to – particularly in regard to data security and use of emails and internet. 33. Together with the CEO and SMT to be responsible for ensuring Knowes’ Business Continuity Plan is up to date. Liaise with IT Support Company to ensure that adequate and timely back-ups of data and testing of recovery of said data on an annual basis. 34. To assist the IT Support Company with its Cyber security and recovery plan and with the annual reassessment for Cyber Essentials. 35. To process and account for capital grants and to make grants claims via the HARPs (Housing and Regeneration Grant Claims) portal. 36. To attend the Annual General Meeting of Shareholders and evening Committee meetings as required. 37. To perform such other duties as may reasonably be requested by the CEO. |



|  |  |
| --- | --- |
| **Head of Finance – Person Specification** | |
| **Professional Skills and Experience** | |
| Essential: | * Experience of leading a finance team and managing performance * Experience of developing computerised accounting systems and payroll * Experience of completing statutory returns for Regulatory bodies * Experience of preparing budgets, management accounts and other financial reports for Committees and Senior Management * Experience of preparing the year end accounts, compiling evidence for audit and working with auditors * Experience of identifying risks and risk management * Experience of developing partnership and collaborative relationships with a range of business stakeholders, * Experience of accounting for capital and revenue grants and of making grant claims. * Ability to work under pressure and prioritise work to meet strict deadlines, use initiative, make judgements and take decisions * Ability to work on own or as part of a team * Excellent IT, spreadsheets and Microsoft office skills. |
| Desirable: | * Experience of working in the housing and/or charities sector * Experience of working with tenants, communities and community organisations * Knowledge of current strategic, policy and financial issues affecting social housing in Scotland and associated legislation * Understanding of the regulatory and governance requirements of Registered Social Landlords/Charities * Experience of building and managing effective relationships with Committees, customers, partners and stakeholders. |

|  |  |
| --- | --- |
| **Knowledge** | |
| Essential: | * Sound understanding of the Finance function of an organisation * Sound understanding of governance frameworks and structures including charitable status and Financial Conducts Authority legislation * Awareness of organisational culture as the platform for underpinning organisational performance. |
|  |
|  |
| Desirable: | * Knowledge of wider role community regeneration and social policy or experience in delivery of community support initiatives * Knowledge of housing policy, statutory frameworks and Regulatory Standards for Registered Social Landlords. |

|  |  |
| --- | --- |
| **Behavioural Skills** | |
| Behavioural skills are how the job holder is required to successfully interact with others internally and externally to achieve business goals e.g. initiative, results orientated, teamwork, leadership | |
| Essential: | * Excellent management and motivational skills * Strategic thinking and business planning abilities * Ability to challenge in a constructive manner * Excellent communication skills * Ability to network and engage with different groups * Sound business planning and analytical skills * Excellent report writing skills * Attention to detail. |
| **Education Requirements** | |
| Essential: | Professional accountancy qualification and current membership of a relevant accountancy body (ICAS, ACCA, CIMA, CIPFA) |
| Desirable: | Degree in Business Administration/Accountancy or equivalent |



For Office use only:

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**CV’s will not be accepted as substitutes for incomplete information.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998 and GDPR Regulations 2018.

**Post Applied For: Head of Finance**

**Closing date for receipt of applications is: 5pm Thursday 29th February 2024**

**Applications received after this time will NOT be considered**

***Personal Information***

|  |
| --- |
| Title: Surname: First Name:  Address for Correspondence:  Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number (on which a message may be left): |

***Committee Members***

|  |
| --- |
| Are you related to a member of our Management Committee  **YES NO**  **Please Note:** If you are related to a member of our Committee or someone who has been a member of our Management Committee in the past year, we are unable to progress your application as it is against the Entitlements, Benefits and Payments Policy and Rules to employ someone who is related to a Committee Member or has been a member of our Management Committee in the past year. |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of Knowes Housing Association or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |

***Assistance for people with disabilities***

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way.  If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below. |

***Referees***

|  |  |
| --- | --- |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Knowes Housing Association does not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
| Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No:  **May we contact this referee prior to interview**  **YES NO** | Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No:  **May we contact this referee prior to**  **interview**  **YES NO** |

***Asylum & Immigration Act 2006***

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the UK? **YES/NO** (please delete as appropriate)

***Declaration***

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Post Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office use only:

***Secondary Education (please list subjects passed)***

|  |  |  |  |
| --- | --- | --- | --- |
| Standard/’O’Grade  or equivalent | Grade | Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | Degrees, Diplomas, Certificates Obtained |
|  |  |  |

***Professional Qualifications***

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
|  |  |

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Driving Licence***

Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)

Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)

Are you insured for Business purposes? **YES/NO** (please delete as appropriate)

***Present or Most Recent Employment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of  Employer | Date From: |  | | Date To: |  |
|  | Position Held: | |  | | |
|  | Salary and other benefits/payments | |  | | |
|  | Notice Required: | |  | | |
|  | Reason for Leaving: | |  | | |
| Nature of Post (please describe your main duties): | | | | | |

Please continue on a separate sheet if necessary

***Previous Employment History (In order of most recent first) (Please include all employment since leaving school or further education)***

|  |  |
| --- | --- |
| Dates – From: To:: |  |
| Employer name & address |  |
| Position held |  |
| Main duties |  |
| Reason for leaving |  |
| Dates – From: To: |  |
| Employer name & address |  |
| Position held |  |
| Main duties |  |
| Reason for leaving |  |
| Date – From: To: |  |
| Employer name & address |  |
| Position held |  |
| Main duties |  |
| Reason for leaving |  |

*Please continue on a separate sheet if necessary.*

***Additional Information***

|  |
| --- |
| **Please outline your relevant skills and experience for the post you are applying. Please ensure you reference your skills and experience to the job description and person specification. Please continue on a separate sheet(s) as required:** |

***Rehabilitation of Offenders Act 1974***

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

***Canvassing***

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

***Confirmation of Qualifications***

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

***Advertisement Source***

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed forms should be returned by e-mail to:** [**asweeney@knowes.org**](mailto:asweeney@knowes.org)

You should receive an acknowledgement of receipt of your application within 72 hours of sending your application to Knowes HA.

**If you do not receive an acknowledgement please telephone Amy Sweeney on 01389 877752, Option 5.**

**Please note: the closing date/time for receipt of applications is 5pm on Thursday 29th February 2024. Applications received after this time and date WILL NOT be considered**

 **Equality, Diversity, and Inclusion Monitoring Form**

**Information for those completing the form**

**Why are we asking for equality information?**

We collect equality information to help us to plan and deliver effective services and to meet our legal and regulatory obligations.

**What do we do with equality information?**

We use equality information for a range of purposes, including to help us to:

* protect and promote your rights and interests;
* promote equality objectives across our services;
* identify and address our customers’ needs, and improve our services; and
* identify and eliminate any form of discrimination.

**Do you need to answer every question?**

By answering as many questions as possible you will help us meet your needs better, but we provide options throughout this form to allow you to provide only the information you want to give us. You can complete some questions and not others or you can complete parts of questions. The form has space for you to tell us more about your needs if you want.

We may ask for some information in other forms where this is required by law. For example, where we need to know your age if you are applying for a home as only those over 16 years old can be registered on our housing list.

**How do we process your equality information?**

We process equality information strictly in line with data protection law, including by:

* processing your equality data confidentially;
* restricting access only to relevant staff members;
* retaining equality information only as long as necessary;
* sharing data only as lawfully permitted; and
* destroying data securely.

**Who do we gather equality information about?**

We gather equality information from:

* people who apply for a home;
* tenants;
* people who apply for a job with us;
* our employees;
* board and committee members; and
* elected members (in case of local authorities)

**Other formats**: We can provide this document in alternative formats and languages if required and more information to help you to complete the form is available [info@knowes.org](mailto:info@knowes.org) .

**Age**

***Alternative format:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please tick the band for your age:** | 16–24 |  | 25–34 |  |
| 35–44 |  | 45–54 |  |
| 55–65 |  | 65+ |  |
| Prefer not to say |  | | | |

Belief or religion

Please tick the box which best describes your belief or religion from the list below?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhism: | | | | |  |
| Christianity | | | | |  |
| Catholic: |  | Protestant: |  | Other: |  |
| Hinduism: | | | | |  |
| Islam: | | | | |  |
| Judaism: | | | | |  |
| Sikhism: | | | | |  |
| Other religion (please state what this is): | | |  | | |
| No specific belief in religion (for example, atheism or agnosticism): | | | | |  |
| Other belief (for example, humanism): | | | | |  |
| Prefer not to say | | | | |  |

Disability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a disabled person? | Yes |  | No |  |

If yes, please tick the box which category you would use from the following list:

|  |  |  |
| --- | --- | --- |
| Autoimmune: (for example, multiple sclerosis, HIV, Crohn’s/ulcerative colitis) | |  |
| Learning difficulties: (for example, Down’s Syndrome) | |  |
| Mental health issue: (for example, depression, bi-polar) | |  |
| Neuro-divergent condition: (for example, autistic spectrum, Dyslexia, dyspraxia) | |  |
| Physical impairment: (for example, wheelchair-user, cerebral palsy) | |  |
| Sensory impairment – hearing impairment | |  |
| Sensory impairment – visual impairment | |  |
| Other: If none of the categories above apply to you, please specify the nature of your impairment. | |  |
| Prefer not to say |  | |

Ethnicity

Please tick the box that best describes your particular ethnic group:

**African**

|  |  |  |
| --- | --- | --- |
| African, African Scottish or African British: | |  |
| Other African background (please specify): |  | |

**Asian, Scottish Asian or British**

|  |  |  |
| --- | --- | --- |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British: | |  |
| Indian, Indian Scottish or Indian British: | |  |
| Pakistani, Pakistani Scottish or Pakistani British: | |  |
| Chinese, Chinese Scottish or Chinese British: | |  |
| Other Asian background (please specify): |  | |

**Black or Caribbean**

|  |  |
| --- | --- |
| Caribbean, Caribbean Scottish or Caribbean British |  |
| Black, Black Scottish or Black British |  |
| Other Caribbean or Black background (please specify) |  |

**Mixed groups**

|  |  |
| --- | --- |
| Mixed or multiple ethnic group (please specify) |  |

**White**

|  |  |
| --- | --- |
| English |  |
| Gypsy Traveller |  |
| Irish |  |
| Polish |  |
| Roma |  |
| Scottish |  |
| Welsh |  |
| Other British |  |
| Other group (please specify your ethnic group) |  |
| Prefer not to say |  |

Marriage and civil partnership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you presently in a civil partnership? | Yes |  | No |  |
| Are you presently married? | Yes |  | No |  |
| Prefer not to say | | | |  |

Pregnancy and maternity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you pregnant? | Yes |  | No |  |
| Have you taken maternity or paternity leave in the past year? | Yes |  | No |  |
| Prefer not to say | | | |  |

Sex

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| What is your sex? | Female |  | Male |  | Intersex |  | |
| Prefer not to say | | | | | | |  |

Gender re-assignment (trans/transgender)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you consider yourself to be a trans person? | Yes |  | | No |  |
| Prefer not to say | | |  | | |

Sexual orientation

**What is your sexual orientation?**

|  |  |  |
| --- | --- | --- |
| Bisexual | |  |
| Gay man | |  |
| Heterosexual/straight | |  |
| Lesbian/ gay woman | |  |
| Other | |  |
| Prefer not to say |  | |

**Employee Fair Processing Notice**

(How we use employee information)

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. Knowes Housing Association (“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 Z5301532 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Claire Beckley, RGDP LLP, Level 2, One Edinburgh Quay, 133 Fountainbridge, Edinburgh, EH3 9QG, Tel No. 0131 222 3239

Any questions relating to this notice and our privacy practices should be sent to our DPO

1. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, pensions service): We will ask for your explicit consent to collect sensitive personal data.
2. Name
3. Date of Birth
4. Address
5. Telephone Number
6. E-mail address
7. NI number
8. Personal characteristics such as gender and ethnic group
9. Qualifications
10. Absence information
11. Marital status
12. Medical history
13. Next of Kin

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

* 1. Administration of contracts of employment
  2. Payment of salaries
  3. Recruitment and selection
  4. Pensions and associated benefits, appraisal, training and development
  5. Membership of professional bodies
  6. Providing information to the Scottish Housing Regulator
  7. Reporting to Knowes Management Committee
  8. Audit purposes
  9. Insurance

1. 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 monthly 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;
* Audit purposes
* To provide personal and company insurance
* If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

1. Your information will only be stored within the UK and EEA
2. When you give us information we take steps to make sure that your personal information is kept secure and safe. Please refer to Knowes Data Protection Policy
3. 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 (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Data retention guidelines on the information we hold is provided in our Data Protection Policy within the staff handbook.

1. 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

1. 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 our DPO

You have the right to complain to the Information Commissioner’s Office in relation to our use of your information.

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.