



GOVANHILL HOUSING ASSOCIATION

HEAD OF FINANCE & IT

CANDIDATE INFORMATION PACK



Thank you for your interest in our vacant position of Head of Finance & IT.

This file contains all of the information you will need to apply for the post:-

- General information regarding the Association
- Our job advert which can also be found in Employers in Voluntary Housing's website and publications
- The Job Description and Person Specification
- A brief summary of the terms and conditions of the post
- Staff structures

The job Application Form is available as a separate Microsoft Word file which you may complete electronically.

Please note that the closing date for applications is Thursday 27th January 2022 at 10 a.m.

If you require further information regarding the Association or the position advertised, please do not hesitate in contacting Alison Kevan, Head of Corporate Services & HR on 0141 636 3625 or by email:

akevan@govanhilla.org

Thank you.

Alison Kevan
Head of Corporate Services & HR
akevan@govanhilla.org

1. Background

- 1.1 Govanhill Housing Association was formed in 1975 and is a Registered Social Landlord which operates within a Group Structure.
- 1.2 The Association owns 2,800 tenanted units and is factor to 1,500 owners.
- 1.3 The Association has a Management Committee and has four sub committees:
 - Development & Property Services
 - Tenancy Services
 - Finance & General Purposes
 - Audit & Risk
- 1.4 The Association's Wider-Role activities are provided via the Association's wholly owned, non-charitable subsidiary, Govanhill Community Development Trust, which also owns and manages a portfolio of commercial properties.
- 1.5 The Association operates from our offices at Samaritan House, part of the former Royal Samaritan Hospital which was refurbished by the Association in 2006.

2. Staffing

- 2.1 The Association's current staffing structure involves 82 (full time equivalent) staff deployed as follows :
 - Director
 - Senior Management Team –
 - Head of Corporate Services & HR
 - Head of Development and Property Services
 - Head of Finance & ICT
 - Head of Tenancy Services
 - Corporate Services & HR Team
 - Development & Property Services Team
 - Finance & ICT Team
 - Tenancy Services Team

 - Govanhill Community Development Trust



Govanhill Community Development Trust was established in 1991. It is a company limited by shares with all shares held by its parent, Govanhill Housing Association. The Trust has two main purposes:

1. To provide social, economic and environmental benefits for the Govanhill community

The Trust acts as the community regeneration, development and support arm for Govanhill Housing Association. The Trust has a wider role within the community working closely with the Association and delivers a wide range of activities. These include:

- Promoting Govanhill as a place to live, work and do business
- Supporting the development of local people's employability
- Promoting and supporting local volunteering
- Supporting local people to develop their language and literacy skills
- Family supports, including access to wider services and raising awareness of rights and entitlements
- Supporting social enterprise development
- Improving the local environment
- Community gardening and growing
- Community empowerment and engagement
- Promoting community cohesion and integration

2. The letting and management of a significant portfolio of workspaces

The Trust has progressively expanded its role in providing workspace and office accommodation. In doing so, the Trust has supported local economic development. We have a range of tenants including private businesses, community organisations, social enterprises, entrepreneurs and others. This role has protected a number of local buildings and provides an income that can be used to support the Trust's wider purposes.



Head of Finance & IT

EVH GRADE 9 - Spinal points SM17 - 19
(£66,271-£69,048)

Govanhill Housing Association provides a comprehensive range of services focused on the needs of tenants and owner occupiers in the Govanhill and Merrylee communities. We carry out acquisition and improvement of tenemental stock as well as developing a new build programme. We work closely with our subsidiary company, Govanhill Community Development Trust, whose community development and regeneration services complement our own role as a social landlord. We have a track record of prudent financial management while at the same time continuing to deliver high quality services to customers.

As Head of Finance & IT you will look after all aspects of the financial health and performance of the Group including effective use of our property assets and strong treasury management.

You will have an accountancy qualification and have significant experience working at a senior level in Finance in a medium sized organisation. You will be familiar with current financial and regulatory requirements. Experience in strategic planning and business planning is also essential. You will have a proven track record in the development of IT and digital services.

As a member of the Senior Management Team, you will contribute to the overall strategy and direction of the business of the Association.

Working with our IT team, you will lead the review and development of our IT and digital service strategies to ensure we maximise efficiency and effectiveness in service provision through maximising use of our IT systems.

You will be a visible and inspiring leader who motivates and empowers staff to deliver the best possible services to our customers.

You will be confident, organised, influential and an excellent communicator.

If you share our commitment to providing excellent services in Govanhill and Merrylee and would enjoy working within this diverse community, you can find further information in the Application Pack which can be obtained from **our website:** www.govanhillha.org or contact :



**GOVANHILL HOUSING ASSOCIATION, Samaritan House, 79 Coplaw Street,
Glasgow G42 7JG**
Telephone: 0141- 636 3626 Email: recruitment@govanhillha.org
Closing date: Thursday 27th January at 10am



EVH conditions of service will apply.

Govanhill Housing Association is committed to Equality of Opportunities and welcomes applications from all sections of the community.

Job Description

Job Title	Head of Finance & IT
Section	Finance
Grade	9 (SM17-19)
Date Reviewed	December 2021

1. Main Objectives of Post

- 1.1 Lead the Finance and IT department providing high quality financial and IT support, ensuring that all financial and accounting activities adhere to statutory / regulatory requirements and returns are submitted within agreed timescales.
- 1.2 Ensure sound financial management and control and to advise and support the Management Committee, Director and members of the Management Team on all Finance and Information Technology related matters for the Govanhill Group.
- 1.3 Take a lead role in policy and strategic development for Finance & IT.
- 1.4 Be a visible leader and an excellent role model who inspires and empowers staff to deliver the best possible service to our customers.
- 1.5 Manage all staff in the Finance & IT sections.
- 1.6 Be an effective member of the Senior Management Team contributing to the overall strategy and direction of the business of the Association.
- 1.7 Support the formulation, review and monitoring of performance targets for the Govanhill Group and be responsible for setting, monitoring and achieving KPIs for Finance & IT.
- 1.8 Be a cheque signatory for Govanhill Housing Association & Govanhill Community Development Trust, an authoriser for payments and be responsible for a designated spread of budgets and spending against them.
- 1.9 Ensure department compliance with legislation including all relevant corporate, employment and health and safety legislation.
- 1.10 Be an ambassador for Govanhill HA. Actively promoting the organisation and its objectives to external stakeholders, building long-term relationships, and ensuring that the Association is highly regarded by all.

2. Accountability

- 2.1 Directly responsible to the Director on a day-to-day basis.
- 2.2 Accountable to the Management Committee and the Board of Directors of Govanhill Community Development Trust Ltd through the Director and subject to powers delegated to staff by the Management Committee.

Principal Duties

3. Strategy & Business Planning

- 3.1 Lead strategy, develop policy, manage change and implement for the key business areas within the Finance & IT department delivering continuous improvement and value for money.
- 3.2 Contribute to the development and review of the Group Business Plan, corporate risk and financial business plan and policies as a member of the Senior Management Team.
- 3.3 Support the Director and Committees in delivering effective governance in the area of Finance & IT and providing assurance, including preparing and presenting reports at Committees on a regular basis.
- 3.4 Monitor budgets and spend for Finance & IT functions and ensure effective management and control of delegated budgets and operational costs.
- 3.5 Be aware of current statutory requirements, legal obligations and the Association's commitment to good practice as they relate to the Finance & IT Department.
- 3.6 Service Management Committee, GCDT Board and Sub-Committee meetings, providing and presenting information with agreed timeframes and in an effective and knowledgeable manner.
- 3.7 Oversee the accurate completion and submission of relevant statistical and other returns to regulatory and statutory bodies.

4. Staff Management & Development

- 4.1 Manage, develop and motivate all staff within the Finance & IT sections.
- 4.2 Undertake appropriate line management for directly line managed staff including recruitment and selection, and training and induction of new staff members.
- 4.3 Be responsible for regular supervision and support meetings with immediate staff and ensure compliance with meeting schedule for other staff within the team(s).

- 4.4 Complete annual staff performance reviews, completing documentation timeously and taking appropriate action.
- 4.5 As part of the Senior Management Team, co-ordinate and participate in any reviews of staffing structures or major terms or policy changes and lead on staff consultation as required.

5. Financial management and control

- 5.1 Scrutinise and monitor the financial implications of all aspects of the Group's activities monitoring closely to ensure that the Association's performance against budget is appropriate.
- 5.2 Assess the financial implications of new projects and changes in policy including carrying out financial viability exercises in potential new and revised projects.
- 5.3 Prepare and oversee preparation of financial strategies, policies and procedures.
- 5.4 Maintain adequate and proper accounting and control systems to produce accurate records in accordance with all regulatory and statutory guidance.
- 5.5 Negotiate with banks and other financial institutions to provide banking, insurance and loan facilities consistent with the Group's requirements, legal requirements and best practice.
- 5.6 Ensure timeous preparation of the Group entities' Annual Accounts and liaise with the Association's external auditors.
- 5.7 Ensure the Management Committee and Management Team are aware of financial risk and proactively advise on appropriate monitoring techniques or strategies for minimising such risks.
- 5.8 Lead the annual budget setting process, liaising with other senior staff, presenting draft and final proposals to the Management Committee and Management Team.
- 5.9 Manage the organisation's payroll function and ensure that National Insurance, PAYE and other Payroll Deductions are paid accurately and on time.
- 5.10 Take the lead role in the management of Group pension schemes and attend SHAPs and EVH information sessions as required.

6. Audit

- 6.1 Be responsible for responding to External Audit requirements from the Scottish Housing Regulator and other bodies.
- 6.2 Co-ordinate responses to any other bodies as required and co-ordinate the Internal Audit Programme with the Internal Auditor, Director and Senior Management Team.

- 6.3 Ensure that failures to meet the financial performance targets set by the Govanhill Group are identified and remedied.
- 6.4 Take the lead role in any internal and external audits within the Finance & IT function meeting with auditors, responding to queries, commenting on draft audit reports and implementing action plans as required.
- 6.5 Work with the Audit & Risk Sub-Committee to ensure that the Association has adequate controls and systems in place to safeguard its assets and ensure that strategic risks are considered on a regular basis.

7. Insurance

- 7.1 Ensure that the Group has adequate Insurances in place, lead the annual policy review and maintain a record of all policies held and claims made.
- 7.2 Maintain a schedule of insurance policies held by the group.

8. Information technology

- 8.1 Oversee the work of the IT Co-ordinator and their team and ensure that the IT strategy continues to be developed to ensure we maximise efficiency and effectiveness in service provision through maximising use of our IT systems.
- 8.2 Work with the IT Co-ordinator to develop a digital strategy which further develops our use of electronic technology wherever practicable.
- 8.3 Work with the IT Co-ordinator and their team to support the operational teams in choosing software solutions and ensure that software and other digital technologies chosen are implemented and effectively used by operation teams to maximise value for money in all investment made in information and communication technologies purchased.
- 8.4 Work with the IT Co-ordinator and their team to ensure that the Association's systems and procedures are designed and implemented to maximise security of data and users at all times.

9. Health and Safety

- 9.1 Be responsible for support to the Director to ensure all Health & Safety obligations are met in relation to Finance & IT.
- 9.2 Oversee risk assessments for Finance & IT and ensure they remain up to date.
- 9.3 Support business continuity planning alongside the rest of the Senior Management Team.

10. Procurement

- 10.1 Manage all Finance & IT related procurement in line with regulations and policy requirements.

11. Information requirements

- 11.1 Co-ordinate all Finance & IT related elements of and responses to the Complaints policy, General Data Protection Regulations, Environmental Information Regulations and Freedom of Information legislation in line with legal and policy requirements relevant to customers, contractors, staff and committee.
- 11.2 Co-ordinate any subject requests for Finance & IT and ensure timescales are met and appropriate information shared.
- 11.3 Act as the Review Officer in Freedom of Information requests providing reports and reviews of initial decisions made and processes undertaken.

12. Equal Opportunities

- 12.1 Ensure Finance & IT policies fully comply with Equal Opportunities legislation and best practice and reporting performance against targets to Committee.
- 12.2 Provide advice and assistance on the development of Equalities and Privacy Impact assessments as required.

13. Other duties

- 13.1 Report to the Management Committee, GCDT Board, Audit & Risk Sub Committee and Finance & General Purposes Sub Committee as required.
- 13.2 Attend meetings including those out-with normal office hours as required.
- 13.3 Any other duties as are required by the Association, commensurate with the nature and grade of the post.

Person Specification

Job Title Head of Finance & IT
Section Finance
Grade 9
Date Reviewed December 2021

1.	Education/Qualifications	Essential	Desirable
1.1	Educated to degree level or equivalent relevant experience		*
1.2	Accountancy qualification	*	
1.3	Evidence of continued professional development	*	

2.	Knowledge and Experience	Essential	Desirable
2.1	Significant experience in a senior financial position within a medium sized organisation	*	
2.2	A proven track record in a senior financial management role within the RSL sector		*
2.3	Detailed understanding of developing strategic plans and presenting financial information to Committee, Lenders and other audiences as required	*	
2.4	Experience of preparing management accounts and providing statutory and regulatory returns	*	
2.5	Significant experience of effective staff management and development	*	
2.6	Experience in the delivery of IT and other digital services	*	
2.7	Experience of leading and developing an ICT service		*
2.8	Knowledgeable in legislation and good practice in Accounting, Statement of Good practice for Housing Associations and the Scottish Housing Regulator's regulatory framework	*	
2.9	Experienced in the requirements of OSCR, Companies Act, HMRC, FCA and SHR as they are relevant to Govanhill Housing Association and its subsidiary		*
2.10	Experience of providing financial advice to a governing body	*	

3.	Skills and Abilities	Essential	Desirable
3.1	Self-motivated leader with a commitment to continuous improvement and personal development.	*	
3.2	Excellent analytical skills and the ability to organise, interpret and present statistical information to a wide range of audiences	*	
3.3	Excellent knowledge of IT Systems with excellent I.T. skills	*	
3.4	High level of proficiency in Microsoft Excel	*	
3.5	Ability to work under pressure demonstrating a well organised, systematic approach to delivering to deadlines	*	
3.6	Ability to empower and motivate staff	*	
3.7	Ability to demonstrate an understanding of equal opportunities legislation and experience of working in a diverse community.	*	

4.	Personal Characteristics	Essential	Desirable
4.1	Approachable, flexible and decisive	*	
4.2	Self-Starter and Team Worker	*	
4.3	Appreciation of Housing Association values	*	
4.4	Ability to maintain confidentiality at all times	*	



RECRUITMENT OF HEAD OF FINANCE & IT

SUMMARY OF PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

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

Salary Scale

The current EVH salary scale for this job is Grade 9 (Spinal Points SM17-19 £66,271 - £69,048 p.a.)

Hours of work

This post is for 35 hours per week. A flexible working system is in operation.

Holiday Leave

25 working days holiday leave and 15 days general and public holidays is available.

Pension Scheme

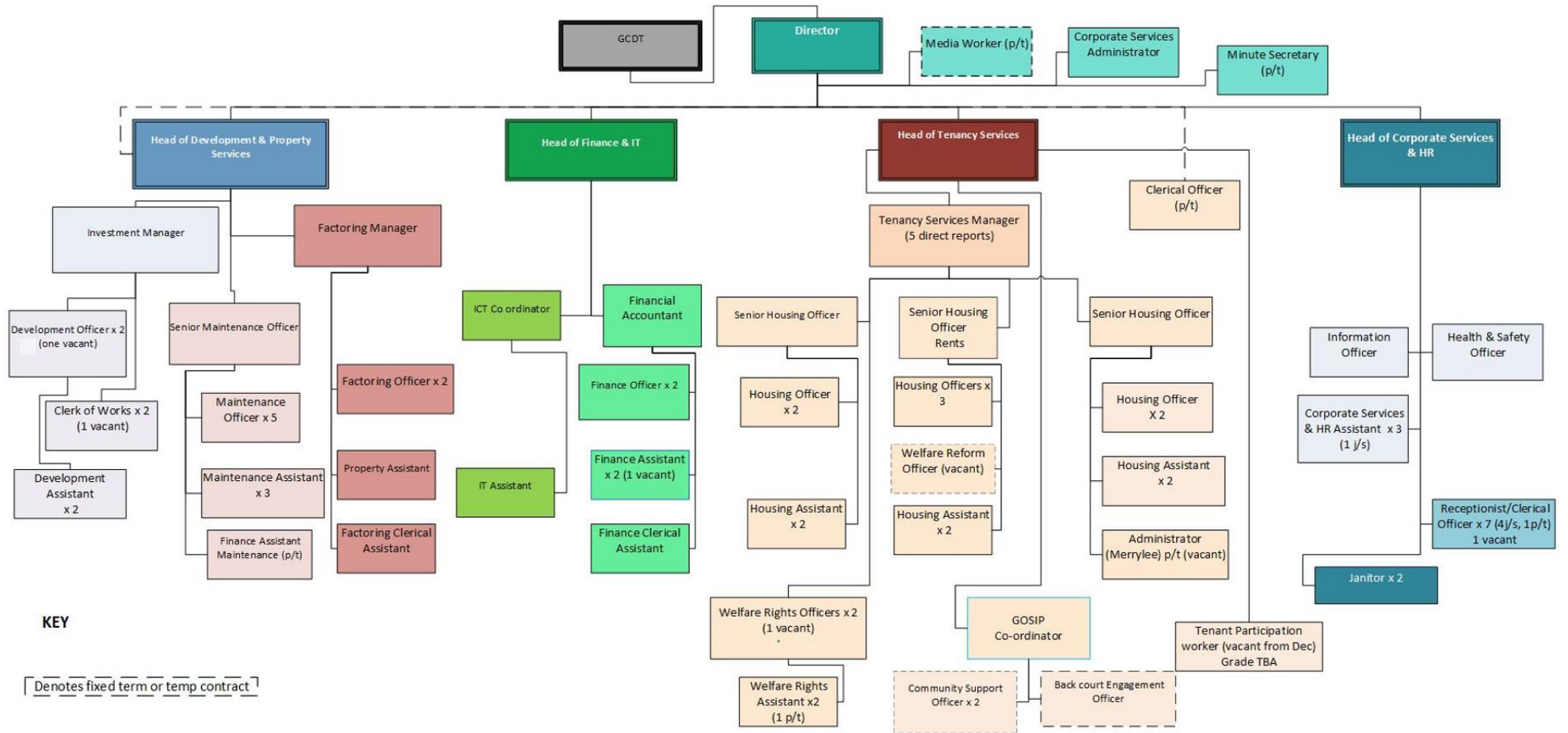
The Association is a member of the Scottish Housing Associations' Defined Contribution Pension Scheme which you have the option of joining 3 months after your start date.

Notice Period

One month by either party.

This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references.

GOVANHILL HOUSING ASSOCIATION STAFF STRUCTURE



GOVANHILL COMMUNITY DEVELOPMENT TRUST STAFF STRUCTURE

