



*GROUP FINANCE
ASSISTANT*

Recruitment Pack

Govan Housing Association

October 2024

Govan Housing Association
35 McKechnie Street
Govan
Glasgow
G51 3AQ

Email: recruitment@govanha.org.uk
Website: www.govanha.org.uk





Dear Applicant,

Group Finance Officer, Govan Housing Association

Thank you for your interest in the above role.

Govan Housing Association, is an ambitious, community focused Registered Social Landlord. The Association itself possesses a rich history and one of development and innovation. Founded in 1971, the Association was the first community-based housing provider, leading the way for social housing provision in Scotland. After 50 years of operating in the housing sector, the Association now manages approximately 1,600 socially rented properties and over 650 factored properties as well as taking an active role in the regeneration of the area and continuing to improve the quality of life of residents.

This is a really exciting and interesting time for Govan Housing Association as we continue to develop and improve the way we deliver and operate our services. Having already developed the Govan Housing Association Group structure, our ambitions are to continue to grow and strengthen this as we look to take advantage of the opportunities that the local community has to offer.

We are serious about turning our vision into reality and delivering excellent quality affordable homes and services that make a positive impact on people and communities. This focus really signals the future direction of Govan Housing Association, one that is genuine about customer service, which is committed to ensuring that tenants get the best possible deal and the highest quality products and services and importantly, puts our tenants central to everything that we do. Underpinning all of this is ensuring that our Association is strong and viable and able to deliver the innovative and ambitious plans we have.

This pack will provide you with background information in respect of the Association and the role of Group Finance Assistant. To apply, please can you:

- Complete the application form;
- Ensure that you complete the relevant sections of the application form with a supporting statement detailing why you are a good candidate for this position and how you fulfil the person specification;
- Ensure that you have provided the names and contact details of two referees, stating in what capacity each person is known to you;
- Please advise us if you cannot attend the interview dates or if you require any special arrangements made for you to attend an interview.

Applications can only be considered if all the documentation is completed.

Once complete, please send your application, preferably by email, to recruitment@govanha.org.uk or by post to:



Corporate Services Department
Govan Housing Association
35 McKechnie Street
Govan
Glasgow
G51 3AQ

The deadline for applications is **Thursday 24 October 2024 at noon. Should you be shortlisted, interviews will be held on Wednesday 30 October 2024.**

If you have any questions, or would like to discuss the role further, please contact, Corporate Services on 0141 440 0308.

It really is a great time to join Govan Housing Association and help shape the future success of the organisation. If you want to make a difference; if you have energy and ideas; if you believe in customer service like we do and the role that Associations like ours can play and you thrive on change and challenge, then Govan Housing Association is the place for you.

Finally, thank you once again for your interest in Govan Housing Association and we look forward to receiving your application and wish you every success throughout the recruitment process.

Caron Quinn

Caron Quinn
Group Chief Executive Officer



Job Description

GOVAN HOUSING ASSOCIATION JOB DESCRIPTION			
Job Title:	Finance Assistant	Grade:	EVH Grade 6
Reporting To:	Finance Officer	Salary:	PA17-PA20
Dept./Location:	Finance	Date:	October 2024

Purpose of Job

This post is responsible to the Finance Officer and is a member of the Finance Team.

This post includes the delivery of a high quality, tenant and customer focussed, comprehensive and value for money service in accordance with the Group's values, aims, policies and procedures. To maximise our potential to be a high performing tenant and customer focussed organisation.

The specific purpose of the post of Finance Assistant is to contribute to the provision of an efficient Finance Department, which delivers a high standard of service to the Boards, and both internal and external users of the service.

Accountability

Role is part of the Finance team reporting to the Finance Officer.

Major Tasks and Job Activities

Main Duties and Responsibilities

To ensure the efficient administration of the Association's bookkeeping service the Finance Assistant will assist the Finance Officer to:-

- Maintain and control cash books
 - Post all credit and debit entries that are processed through the cashbooks
 - Reconcile all cashbooks on a monthly basis for the Association
 - Reconcile all cashbooks for the Govan HOME Team & Water Row Company on a monthly basis
- Maintain and control the purchase ledgers
 - Record and process all invoices and credit notes received into the Association and its subsidiaries
 - Maintain and control all utility invoices and correspondence, liaise with external agencies
 - Process payments to suppliers
 - Check supplier statements
 - Reconcile purchase ledger on a monthly basis

- Maintain and control the sales ledger for the Association and its subsidiaries
 - Process any payments out-with factoring and rent received into the bank account
 - Process refunds of factoring overpayments/credits on sales ledger
 - Produce invoices between companies and other agencies as and when required
 - Reconcile sales ledger on a monthly basis
 - Process refunds of rent overpayment/credits in tenants accounts
- Maintain the Glasgow City Council 'Council Tax Schedule' to ensure void and commercial property data is up to date

Specific Responsibilities

The Finance Assistant will:-

- Process payments by cheque & BACS
- Administer the petty cash float
 - Process and post signed petty cash vouchers
 - Reconcile petty cash float as and when required
- Bank cash and cheques received
- Operate the computerised banking system on a day-to-day basis.

To aid the general running of the Finance Department the Finance Assistant will, as required, assist with:-

- The maintenance of financial records
- Photocopying and scanning
- Other general administrative duties.

Policies and Procedures

- To participate and contribute to reviewing, updating and implementing policies and procedures as required, as directed by the Finance Officer.
- To follow policies and procedures in your work.

Administration and Record Keeping

- With support from the Finance Officer, produce standard reports where required and ensure accurate production of monthly management accounts, financial statements and general monitoring of banking covenants as required.
- To ensure financial information is kept up to date.
- To maximise the use of the Group's ICT systems.

General

- Participate in staff meetings and training events.
- To take responsibility for identifying personal training or other work requirements and make them known to your line manager.
- To assist other members of the team to keep their workload up to date. Specifically provide support to the Finance Officer.
- To maintain up to date knowledge of relevant legislation and financial policies and procedures.
- To provide general administrative support to the Finance team or elsewhere in the organisation if required.

Corporate Responsibilities

- Work with colleagues across the Group to ensure that the organisation is seen as a respectful and open organisation which values its staff.
- Ensure that the organisation's policies – including but not limited to comply with the Equality and Diversity, Health and Safety, Customer Services – are complied with through all activities; and that all work is under taken in accordance with the relevant codes of practice and legislation.
- Actively and effectively promote the organisation's values, role modelling appropriate behaviours and acting with the highest level of professionalism and integrity.
- Comply with the Code of Conduct for employees.
- Willing to work in accordance with the Group's core values and ethos. In particular, customer service, resident and tenant participation, equality and diversity, team work and the ability to take personal responsibility.

Other Tasks and Activities

Other

This profile only contains the main accountabilities relating to the job and does not describe in detail all duties required to carry them out. The post holder may be expected to:

- Undertake such other duties and responsibilities as are specified by your line manager and which are commensurate with the level of the role.
- Work outside normal office hours especially to attend meetings and respond to out-of hours emergencies.
- Act at all times within the organisation's rules, policies, procedures, standing orders and financial regulations.

Note:

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification – Finance Assistant – October 2024

Personal Competency	Essential	Desirable
Education and Qualifications	Minimum of three years working in a Finance role.	Relevant professional or vocational accountancy qualification.
	Evidence of Continuous Personal Development (CPD) relevant to this post.	
Experience	Several years of relevant experience working in a Finance department producing high quality, accurate work.	
	Experience of computerised accounting systems.	
	Experience of carrying out accounts reconciliations, including investigating and resolving queries.	Experience of interpreting financial information clearly and simply.
Skills/ Knowledge	Proficient in the use of all Microsoft Office packages e.g. Outlook, Excel, Word, etc.	Experience of working in the social rented housing sector in a group structure.
	Ability to gather, analyse, diagnose problems and provide solutions.	Excellent written, verbal and administrative skills.
	Display a positive and motivational approach to work.	
	Evidence of ability to plan, monitor and manage workload.	
	Ability to work professionally and calmly in dealing with customer enquiries and seeking help and support when required.	Ability to establish cross functional, collaborative relationships with business partners and stakeholders.
	Ability to provide customer focussed services.	
	Ability to demonstrate working as part of a team, with excellent communication.	
Personal Qualities	High level of integrity and trustworthiness.	
	Committed, flexible and adaptable approach to work requirements.	
	Committed to continuous improvement of best value and your own continuous personal development.	
	Commitment to equal opportunities and core values of The Govan Group	



Recruitment and Response Instructions

Thank you for expressing an interest in the position of Finance Assistant at Govan Housing Association. If you have read the recruitment pack and you would like to apply, please follow the guidelines below.

Application Process

Please complete the application form enclosed. **Please do not include a Curriculum Vitae (CV) as these will not be used in the recruitment selection process.** It is important that your application form highlights supporting evidence of how your previous experience and skills relate to the criteria outlined in the job description and person specification, also why you want this role and what you can bring.

As part of the application form we also request that you complete an Equal Opportunities Monitoring Form which is included in this pack.

The timetable for the Selection Process is included below. When submitting your application form, please advise us if you have any difficulty with the outlined dates and/or any other dates when you are unavailable for assessment. We try to offer flexibility but it can be difficult to convene the selection panel outside the advertised selection dates due to diary commitments.

Please return your completed application by noon on Thursday 24 October 2024 (electronic submissions preferred) to recruitment@govanha.org.uk.

Your application will be treated with strictest confidence.

If you wish to send a hard-copy by post, the full address is as follows:

Corporate Services Department
Govan Housing Association
35 McKechnie Street
Govan
Glasgow
G51 3AQ

Assessment and Selection Process

All applications will be considered and assessed against the requirements of the Person Specification in order to select an initial list of candidates to proceed to the interview stage. If you have been successful at this stage we will contact you via telephone/email, no later.

If you are unsuccessful at this stage you will receive an email from us.



Recruitment, Terms and Conditions

Location:	Govan Housing Association, 35 McKechnie Street, Govan, Glasgow, G51 3AQ.
Standard Hours of Work:	35 hours per week, 9am – 5pm
Grade & Salary:	EVH Grade 6 PA17-PA20 - £33,409-£36,523
Payment Method:	Paid on the 28 th of each month by the BACS system into your designated bank account.
Annual Leave:	40 days per annum, inclusive of public holidays
Notice Period:	4 weeks written notice by either side.
Pension:	The Association currently offers a defined contribution scheme.

Note: The Association is a member of Employers in Voluntary Housing. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information should not be treated as a substitute for a full contract and are subject to change.

Recruitment Timetable

The recruitment timetable is as follows:

Activity	Date
Application Packs Issued From	10/10/2024
Closing Date for Applications	24/10/2024 - Noon
Shortlisting of Candidates By	25/10/2024
Interviews	30/10/2024
Successful Candidate notified by	31/10/2024

Interview Format

If you are invited for interview, the recruitment process will last no more than one hour.

The interview panel will consist of the following representatives:

Emma Shields – Group Finance & Corporate Services Manager

Sonia Smith – Group Finance Team Leader

Vicki Lines – Group Finance Officer

Contact Details

If you have any queries about the position or the selection process please contact Corporate Services Department on recruitment@govanha.org.uk or 0141 440 0308.