



*GROUP FINANCE
TEAM LEADER*

Recruitment Pack

Govan Housing Association

September 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 Team Leader, 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 Team Leader within Customer Services. 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 **Tuesday 1 October 2024 at noon. Should you be shortlisted, interviews will be held on Monday 7 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

Person Specification – Finance Team Leader – Sept 2024

Personal Competency	Essential	Desirable
Education and Qualifications	Minimum of 5 years relevant experience working in a Finance department producing high quality, accurate work.	Relevant professional or vocational accountancy qualification.
	Evidence of Continuous Personal Development (CPD) relevant to this post.	
Experience	Demonstrate excellent IT skills in relation to financial management systems, including Microsoft packages	
	Experience with assisting in the production of Management and Statutory Accounts.	Experience in Housing, direct labour or construction organisation.
	Experience with Payroll processing	
	Experience of carrying out accounts reconciliations, including investigating and resolving queries.	Experience of treasury management and dealing with funders.
	Ability to analyse, interpret, explain and summarise data and issues in a logical manner.	Experience of processing Construction Industry Scheme (CIS) deductions.
Skills/ Knowledge	Demonstrate staff management and positive leadership experience.	
	Working knowledge and understanding of accounting requirements.	Knowledge of Housing Association Finance within a Group Structure.
	Comprehensive knowledge of financial and management accounting systems.	Knowledge of VAT and Taxation applicable to Housing Associations in a Group Structure.
	Ability to gather, analyse and present financial information, including good report writing skills.	
	Confident and a positive approach to building strong relationships with other departments.	
	Evidence of ability to plan, monitor and manage workload.	
	Ability to establish cross functional, collaborative relationships with business partners and stakeholders.	
	Ability to provide customer focussed services.	
	Ability to demonstrate work as part of a team.	

Personal Competency	Essential	Desirable
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	
	Positive, motivated and the ability to suggest areas for improvement.	
Other	Willingness and able to work a flexible working week including some weekends and evenings.	

GOVAN HOUSING GROUP - JOB DESCRIPTION

Job Title:	Group Finance Team Leader	Grade:	EVH Grade 7/8 (PA26-PA27)
Reporting To:	Group Finance & Corporate Services Manager	Salary:	£44,174 - £45,448
Dept/Location:	Group Finance Services	Date:	May 2024

Purpose of Job

To provide professional and effective management of the finance services functions within Govan Housing Group, to ensure that finances are effectively and efficiently managed, meet regulatory and legislative requirements and performance targets.

To support the active management and monitoring of value for money, performance and quality standards, reviewing the effectiveness of finance services, in order to promote continuous improvement.

To assist the Group Finance & Corporate Services Manager in ensuring that the Group meets all statutory and regulatory compliance for all areas of work covered by the Finance Team.

To work in accordance with the policies, practices, and procedures as laid down by the relevant governing bodies.

Accountability

Role reports to the Finance & Corporate Services Manager.

Direct responsibility for managing the Finance Services Teams.

Major Tasks and Job Activities

Staff Management and Relationship Management

- Assist the Finance & Corporate Services Manager with the day-to-day support of the Finance staff team.
- Provide support, advice and assistance to Finance staff, ensuring that their work is of a high standard and that the Group's finance policies and procedures are implemented effectively.
- Build and maintain productive working relationships with all members of the Group, working in close collaboration with the Senior Management Team.

Financial Management

- Assist the Finance & Corporate Services Manager to ensure that the strategic direction and overall performance of the finance areas of the business are in line with the relevant business plans.
- Assist in ensuring that the Group's financial records are kept up to date and are accurate and appropriate for the Group's business needs.
- Seek to identify opportunities to improve the efficiency of the operations of the Finance Team, to obtain best value for money.

- Promote best practice and best value principles within the services by assisting the Finance & Corporate Services Manager in establishing effective target setting and key performance indicators.
- Assist in ensuring that the Group's finances are well managed and that financial regulatory requirements are met.
- Assist the Finance & Corporate Services Manager by ensuring the timely delivery of accurate financial information for the Group as and when required.
- Ensure that the Finance Officer processes staff salaries, pension contributions and payments to HMRC in line with the Group's financial regulations.
- Assist in the preparation of annual accounts for audit, in accordance with statutory requirements and recommended practice.
- Ensure proper control and payment of expenditure and proper collection of Group income.
- Carry out day-to-day appropriate Treasury Management activities for the Group in line with our Treasury Management Policy.
- Assist in the maintenance of the nominal ledger, including reconciliations of accounts and authorisation of journal entries.
- Assist the Finance & Corporate Services Manager in the preparation of 5-year budgets, 30-year business plan and financial forecasts.
- As instructed by the Finance & Corporate Services Manager, assist in the development of financial policies and procedures.
- Ensure that any issues, which may affect the provision and proper delivery of the Group's financial services, are reported to the Finance & Corporate Services Manager at the earliest opportunity, in order to mitigate any existing, or emerging risks.

Policy Development

- Assist the Finance & Corporate Services Manager to ensure that appropriate finance policies, procedures and systems are in place to underpin the delivery of services, and reviewing these as necessary in line with the Group's policy review timetable and standards.

Governance

- Undertake any other reasonable duties as required to maintain the Group's activities and the continued delivery of services. The Group operates in a dynamic environment. The responsibilities attached to the post will need to change from time to time to reflect and respond to the changing environment and changes within the Group.

Health and Safety

- Ensure working practices are in line with the Group's health and safety obligations.

Other Tasks and Activities

Other

- 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.
- Undertake any other reasonable duties as required to maintain the Group's activities and the continued delivery of services.

Whilst this job description attempts to cover the main duties and responsibilities of the post it is not exhaustive. The post holder is therefore expected to undertake any other reasonable duties within their capabilities and the scope of the post as specified by their line manager.

Recruitment and Response Instructions

Thank you for expressing an interest in the position of Customer Service Team Leader 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 26 September (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 7/8 PA26-PA27 - £44,174-£45,448
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	13.09.24
Closing Date for Applications	01.10.24 - Noon
Shortlisting of Candidates By	03.10.24
Interviews	07.10.24
Successful Candidate notified by	08.10.24

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:

Roger Dulin– Head of Finance & Corporate Service
 Emma Shields, Finance & Corporate Services Manager
 Michelle McColl – Assurance & Compliance Manager

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.