

Recruitment pack



Finance Manager

May 2022

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Welcome



Thank you for your interest in the opportunity to lead the Finance team at Thenue Housing. It's an exciting time to join Thenue and we are seeking a highly skilled, enthusiastic and dynamic finance professional who will lead our Finance Department. The role of the Finance Manager is integral to ensuring that our finance service is well managed and meets statutory requirements.

We are committed to developing, managing and maintaining a range of affordable quality housing in sustainable communities. Working with our people we aim to improve all our services and grow deep community roots. Our core values, (passion, excellence, respect and connection), help us all focus on working together, creating better homes and stronger communities...making people happy. We believe in retaining our community-controlled ethos, creating communities where people want to live. Equally we are committed to retaining our social purpose.

Reporting to the Director of Finance, IT & Corporate Services, the duties will include preparing and producing quarterly management accounts and annual budget, supervising our finance team, carrying out a range of day-to-day finance tasks and other related duties.

Thenue is a great place to work, and we are genuinely proud of our team. We are an Investor in People Platinum accredited organisation. Our staff always go the extra mile. We are 100% customer focused. Our staff survey consistently produces higher than average sector responses across all aspects of staff engagement. Our aim is to be a first-class organisation that predominantly delivers housing related services to a range of customers and to work with those customers and strategic partners to help to develop communities for us all to be proud of. The successful applicant will have the drive and enthusiasm to help us succeed in this goal.

Over the last few months we have developed a temporary hybrid way of working. Our attention has now turned to develop a more permanent hybrid or flexible working policy and framework involving consultation with our staff and our service users. The intention is to launch this later in the summer, helping to improve service delivery and achieve an improved work/life balance for our staff.

If you would like an informal chat about the role, or have any questions, please contact Nigel Fortnum, Mike Orr or David Currie at Aspen People, on 0141 212 7555.

We look forward to hearing from you.

A handwritten signature in blue ink, appearing to read 'Gary Naylor'.

Gary Naylor
Chief Executive

About Thenue

Overview

Thenue Housing Association Ltd is a Registered Social Landlord (RSL) and was formed in 1979. We have a stock base of 3,000 properties; we own 23 supported housing properties, have around 80 sharing owners and offer a factoring service to 766 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 several locations in Glasgow including Bridgeton, Calton, Cranhill, Castlemilk, Dalmarnock, Scotstoun, Baillieston and Blackhill.

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 73 members of staff and have Group turnover of over £17.3 million.

We operate a group structure: -

Thenue Housing Association Limited: owns the housing, is the parent body with charitable status. Regulated by the Scottish Housing Regulator.

Thenue Housing Services Limited: a wholly owned subsidiary company through which non-charitable consultancy work and other housing related activities are channelled.

Thenue Trust: aims to attract charitable resources for the communities where we work.

Thenue Communities: a charitable subsidiary company that manages our two local community centres providing facilities for learning, training, play or social events.

Background to the post

We are seeking an experienced and highly motivated individual to step into the role. The post has responsibility for delivering an effective finance function which is responsive to the needs of the Association's staff, Board and customers. You will be responsible to The Director of Finance, IT & Corporate Services.

You will have responsibility for managing the Finance team comprising of 3 x Finance Officers; 2 x Finance Assistants, and 1 x Finance Trainee. 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.

The Thenue Group

Thenue Housing Association Limited is a registered non-profit making organisation under the Co-operative and Community Benefit Societies Act 2014. The Association is a registered Scottish Charity. The Thenue Group comprises Thenue Housing Association Ltd (the parent) and its subsidiary companies, Thenue Housing Services Limited, Thenue Communities and Thenue Trust. The consolidated statement of comprehensive income for the year, (from latest accounts), was £17.8 million: over £17 million of this relates to the housing association, (the Parent), and thus we are able to demonstrate the relatively small scale of the subsidiary companies. This is shown below: -

	Thenue Communities	Thenue Services	Thenue Trust
Income	£227,456	£0	£0
Expenditure	£199,950	£0	£0
Surplus/(Deficit)	£27,506	£0	£0
Cumulative Reserves	£316,067	£50,884	£6,398

Thenue Housing Services was established as a non-charitable wholly owned subsidiary of the Housing Association. Established in 1979, its primary purpose was to provide services to other associations and co-operatives which were either too small to employ their own staff or were newly established and had yet to employ staff. We also provided services to associations undergoing a period of change by the provision of experienced staff, providing a range of services from Officer to Director level. Over the years, we have continued to provide services to a wide range of housing associations; in addition to this core business, we have provided independent advice to tenants, project management consultancy and training and independent governance advice.

Thenue Trust was established in February of 2002, under Trust Deed. The purpose of the Trust is to promote further, or support all or any, activities deemed by law to be charitable. The Thenue Trust provides grant support for individuals living within the communities where Thenue Housing operates in the furtherance of their personal achievement or personal development. These grants are designed to provide financial assistance to support local people in the achievement of excellence and personal development in areas such as, (but not limited to), education, employment, training, sport and the arts.

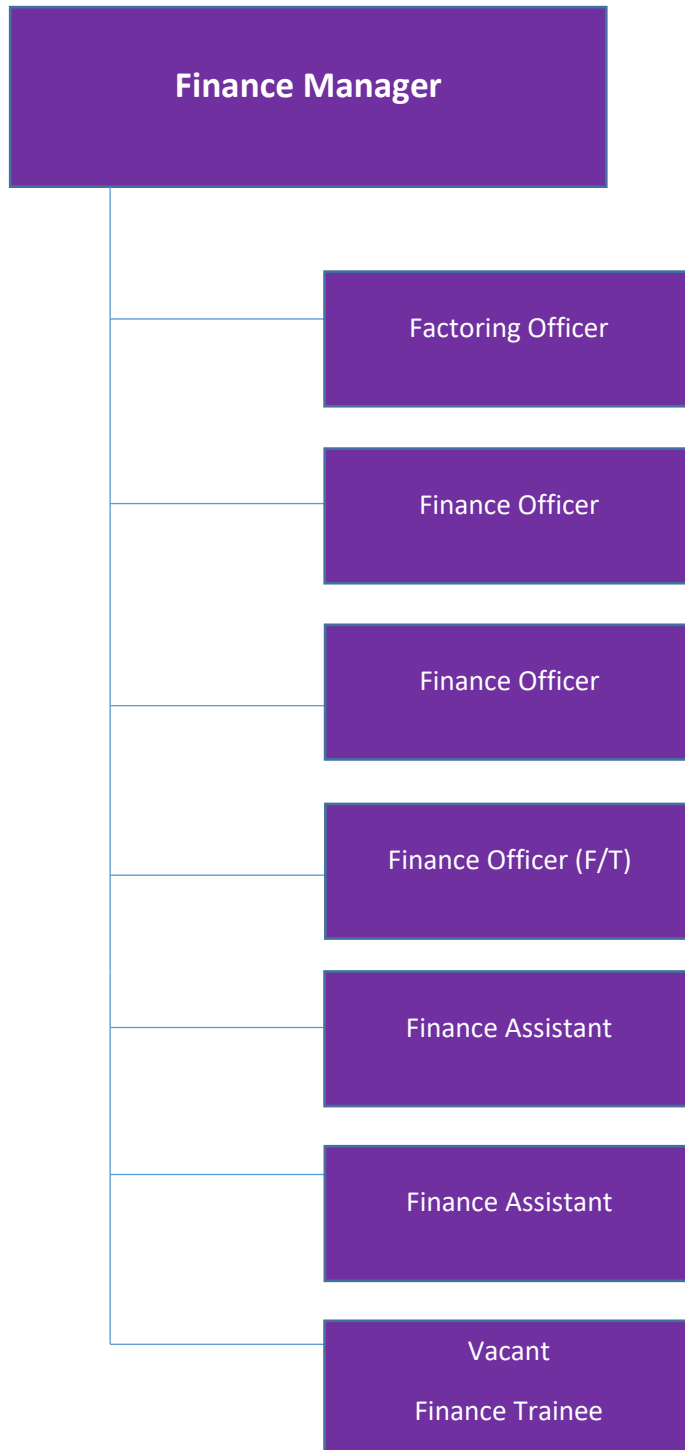
Thenue Communities is a wholly owned subsidiary of Thenue Housing Association. It is a limited liability company with charitable status: the charitable objectives are: -

- To provide recreational facilities and to organise recreational activities with the object of improving the conditions of the life for persons within the communities and geographical area in which the parent association operates, particularly through the development and operation of the community halls.
- To promote the advancement of citizenship and community development particularly through the promotion of civic responsibility.
- The advancement of education through the promotion of training and education.

The objectives generally are achieved via two community centres (Calton Heritage & Learning Centre and Netherholm Community Hall). Hiring out space during the Coronavirus pandemic has been difficult but Thenue Communities has adapted to deliver more Covid-19 recovery works and has attracted enough funding to generate a small surplus at year end. As restrictions lift, we are returning to our core objectives and the letting of rooms has returned to 80% of pre pandemic levels.

The Team Structure

Finance Team



Job description

Purpose and scope

- To assist and work closely with the Director of Finance, IT & Corporate Services in delivering a quality finance service throughout the Association.
- To take responsibility for substantial elements of financial management of the Association.
- To co-ordinate and monitor the day to day work of the finance team.
- To oversee and develop the Association's factoring service.
- To deputise for the Director of Finance as appropriate.

Job outline	Responsibilities and tasks
Financial Management	<ul style="list-style-type: none"> • Budget preparation in liaison with Director of Finance, IT & Corporate Services and budget holders. • Preparation of management accounts and supplementary analysis for management purposes; developing and supervising systems for reporting and budget monitoring • Assisting in the production of annual accounts. • Production of cash flow projections and monitoring reports; treasury management. • Supervision of month end computerised ledger procedures • Overseeing completion of quarterly VAT return • Production of information for returns to external bodies in liaison with Director of Finance, IT & Corporate Services.
Staff Management	<ul style="list-style-type: none"> • Acting as first line manager for finance and factoring staff in the department; encouraging staff development including staff appraisal, training and welfare. • Assisting the Director of Finance, IT & Corporate Services 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. • Assist in the establishment and monitoring of performance targets for staff.
Factoring	<ul style="list-style-type: none"> • To maintain and develop a comprehensive factoring service to owner occupiers, sharing owners and commercial owners. • 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. • To ensure that the Association meets its obligations under the Factoring Code of Conduct as outlined in the Property Factors Scotland Act 2011. • Production of regular performance reports pertaining to factoring.

Development Finance	<ul style="list-style-type: none"> • Assessment of financial viability of development/ growth opportunities in liaison with development staff • Assisting the Director of Finance, IT & Corporate Services with raising development loans from private sector institutions in accordance with association procedures • Supervision of claims for development funds from all sources and of record keeping
Property Revenue	<ul style="list-style-type: none"> • Supervision of the Association's rent accounting function. • Ensuring production of calculations for annual rent setting, service charge review and hostel rents.
Committees & Budget Holders	<ul style="list-style-type: none"> • Ensuring production of monthly/quarterly reports to managers on repairs spend, voids, overheads etc as appropriate. • 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) • Preparation and presentation of reports for Finance & Staffing Sub-Committee, Area Committees and Management Team as required.
Policy, Procedure & Strategy	<ul style="list-style-type: none"> • Assistance with financial and factoring policy development; writing procedures and developing record systems, both computer and paper based • Input into development of strategy documents e.g. the Business Plan.
Other	<ul style="list-style-type: none"> • Provision of finance services to client associations if opportunities arise and as time permits. • Attendance at training events as appropriate. • Any other duties which may from time to time be required in line with the needs and objectives of the Association's business.

Person specification

<p>Essential</p>	<ul style="list-style-type: none"> • Have a professional accountancy qualification (for example, ICAS; ACCA; CIPFA; CIMA) • Excellent communication skills (including listening, written, influencing and presentational) • Relevant experience within a Finance environment including production of management accounts, budgets and forecasts • Strong leadership, organisational, planning, and management skills together with a commitment to staff development and training • Highly numerate • Computer literate with a proficiency in Microsoft Office Applications (for example, Teams, Word, Excel, Access) as well as other financial management software • Ability to work to tight deadlines • Practical experience of analysing, communication and presenting complex financial information to a non-financial audience • Able to work independently and organise own workload to achieve priorities and objectives • Proven ability to develop, monitor, review and implement policies and procedures • Have previously worked in an organisation that has Statutory Audit • An understanding of VAT requirements and previous experience in completing VAT Returns
<p>Desirable</p>	<ul style="list-style-type: none"> • Flexible, adaptable and able to work in a busy and complex financial environment • Previous experience delivering finance functions within a social housing environment • Proven experience of setting up financial systems • Sound knowledge of Treasury Management and financial planning • Understanding of the implications of Charitable Status • Previous use of Aareon QL and SAGE payroll software packages • Ability to develop and sustain good working relationships with external agencies and partners • General knowledge of commercial finance

Summary employment terms & conditions of service

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

Duration	The Finance Manager post is being offered as a permanent contract, 35 hours per week.
Salary	The pay band range for the post is EVH Grade 9 (SM2 to SM4) £47,605 to £50,192 per annum.
Holidays	Annual leave is 25 days plus 15 public holidays per annum.
Work/Life Balance	Thenue promotes a work/life balance in relation to working hours. Our standard working week is 35 hours, and we operate a flexible working policy where variations to the normal working day may be agreed in advance without it compromising our service delivery.
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.
Professional Fees	Thenue will reimburse 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 £99.13 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.

[Privacy Policy](#)

Key dates and selection process

Application

We trust that you have found the information in this recruitment pack both useful and informative. If you wish a confidential discussion on any aspects of this position, then please contact Nigel Fortnum, Mike Orr or David Currie at our recruitment partners, Aspen People, on 0141 212 7555. To apply, **please upload a comprehensive submission via <https://jobs.aspenpeople.co.uk> which should include:**

- Your up-to-date concise CV, including your current salary, (no more than two sides of A4).
- A supporting statement - indicating how you meet the criteria and competencies for the role, (no more than two sides of A4).
- Include in your submission the details of two referees, neither of which will we approach without your consent.
- A completed equality and diversity monitoring form – this can be downloaded from [here](#) – please email this separately to Katy Gall – kgall@aspenpeople.co.uk

Applicants will be shortlisted for interview by matching the details given on their CV and supporting documents against the role description. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements.

Process

Provided below note of the critical dates which will help you plan your diary.

Closing date: Wednesday 6th July

Longlist interviews: Wednesday 27th July

Shortlist interviews: Friday 5th August