



January 2021

Dear Applicant

FINANCE MANAGER

Thank you for your interest in Prospect's recruitment advert for the above post.

I have pleasure in enclosing an application pack, which includes background information about the organisation, job description, person specification, salary grade and summary of conditions.

If you are returning your application by email, please send it to: recruitment@prospectch.org.uk. If posting, it should be sent in an envelope marked "Private and Confidential" to Julie Thynne, Prospect Community Housing, 6 Westburn Avenue, Edinburgh EH14 2TH. **CVs and other unsolicited information will be disregarded.**

The closing date for completed applications to be received is 5pm on Wednesday 20 January 2021.

Interviews will take place on Tuesday 2 February 2021.

Prospect Community Housing is a Disability Confident Employer and will interview all applicants with a disability who meet the minimum criteria for a job vacancy. Please let us know if you require any particular arrangements to assist you with any part of the recruitment process.

Please do not hesitate to contact me if you require any further information. In the meantime, thank you for your interest in working for Prospect.

Yours sincerely

A handwritten signature in blue ink that reads "Julie Thynne".

Julie Thynne
Corporate Services Officer

Encs



INFORMATION FOR APPLICANTS

BACKGROUND

Prospect began in 1988, when 8 local people came together and decided they wanted to build new quality houses in Wester Hailes and that's exactly what they did.

Prospect now have almost 900 homes in Wester Hailes. These homes are a mixture of flats and houses in both new and refurbished estates. We are a non-profit making charitable registered social landlord. We are registered with the Scottish Housing Regulator.

OUR VISION

Providing homes and building communities together.

VALUES

Our values underpin and drive all our activities. They reflect who we are and what we continually seek to achieve. Our values are:

Pioneering

Reliability

Listening

Fairness

Partnership

STRATEGIC OBJECTIVES

We have set the following strategic objectives, to be achieved by the end of March 2023:

1. **Independence** – maintain this through good governance, strong financial performance and stronger partnerships with other independent housing organisations.
2. **Property and neighbourhood improvements** – invest £2m during the period of this business plan. Invest in improving our neighbourhood areas, coproducing the changes with tenants.
3. **New housing provision** – invest £15m to build 95 properties within the period of the business plan, including the provision of Mid Market Rent properties through a subsidiary. Investigate other possible sites for development.
4. **Affordable rents** – achieve rent increases of no more than inflation (CPI) plus 0.5%, whilst maintaining existing services and investment in our houses and neighbourhoods. Incorporate modelling of affordability into rent review process.
5. **Improving services through customer involvement** – building on the work of the Tenant's Forum and the Prospect Scrutiny Group, we want to improve the service we provide to customers through their direct involvement in shaping services. We will use a wide variety of ways to involve tenants. Specifically we will introduce a digital participation forum during the period of this Business Plan.
6. **Community Projects** - working in partnership with local agencies to develop new projects that meet local priorities. These will help to give opportunities to all in our community.

Meeting the outcomes of the Scottish Social Housing Charter is central to what we do, and the Strategic Objectives collectively are designed to help achieve the outcomes.

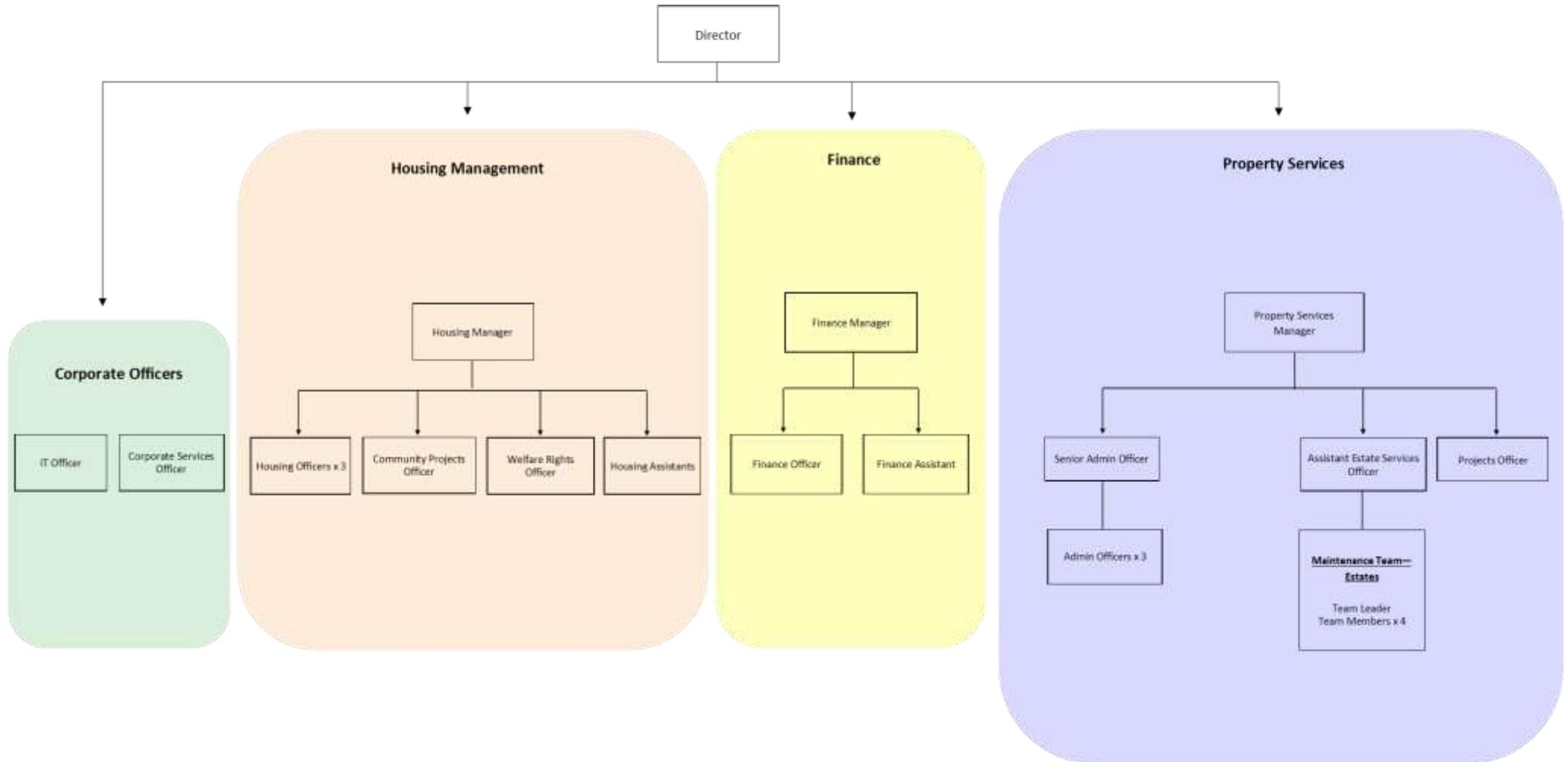
OUR MANAGEMENT COMMITTEE

The Management Committee is made up entirely of unpaid volunteers, some of which are Prospect tenants. Many of the Management Committee are residents of Wester Hailes and all are committed to the work that Prospect does.

OUR STAFF

Prospect employs 26 staff members, with 21 of these based in our office and 5 working within our housing developments. A copy of Prospect's current staffing structure is attached.

Current Staff Structure



SUMMARY OF CONDITIONS OF SERVICE

JOB TITLE	FINANCE MANAGER
DURATION	Full time permanent contract
SALARY SCALE	£57,483 - £61,616 per annum EVH GRADE 9/10, Point SM11 – SM14
HOURS OF WORK	35 hours per week (Monday to Friday) Occasional evening or weekend work may be required for which time off in lieu will be granted.
ANNUAL LEAVE ENTITLEMENT	26 days annual leave, rising to 29 days after 3 years' service 13 designated days (including public holidays)
FLEXI-TIME	Prospect operates a flexi-time system
PENSION	Prospect offers a Scottish Housing Association Pension Scheme (SHAPS) Defined Contribution pension
HEALTHCARE	Cashback private health plan
PLACE OF WORK	Prospect Office: 6 Westburn Avenue, Edinburgh, EH14 2TH
NOTICE PERIOD	2 months
REMUNERATION	Salary paid directly on the 15 th day of the month by BACS into a designated bank/building society account

JOB DESCRIPTION – FINANCE MANAGER

Approved : November 1999

Reviewed on: April 2004; 14.3.05; 9.3.11; 29.1.14; 22.4.15; Feb 17; Nov 17; Dec 20;

Job Title: Finance Manager

Responsible To: Director

Staff Responsibility: Finance Officer and Finance Assistant

Job Purpose: To provide general advice and support to Prospect on all aspects of its financial activities.

To manage, monitor and, where appropriate, control Prospect's financial activities, ensuring the highest possible standards of service and in accordance with the policies and procedures approved by Management Committee, so that the overall aim, objectives and strategy of Prospect may be achieved.

MAIN DUTIES AND RESPONSIBILITIES

1. Committee Support

- 1.1. Attend monthly Management Committee meetings and prepare papers, presentations, briefings, etc. as required;
- 1.2. Ensure that all regular monitoring reports are produced for Committee when required;
- 1.3. Provide training and advice to Committee members so that the required level of understanding and Committee control is present when considering financial matters, and that decisions are taken in the best interests of Prospect and its tenants.

2. Staff Management

- 2.1. In accordance with Prospect's policies on recruitment, selection and equalities, appoint the highest possible calibre of staff to provide the services required, ensuring clear job descriptions and person specifications;
- 2.2. Ensure that new appointments receive comprehensive induction training and that ongoing training and development needs are identified and met (subject to funding availability);
- 2.3. Ensure that Finance staff receive regular supervision and support and receive an annual appraisal interview, that annual targets and objectives are set and that progress towards meeting individual objectives is monitored regularly throughout the year;
- 2.4. To ensure all health and safety requirements are met including completion of risk assessments, training and instruction of team members;
- 2.5. Carry out back to work interviews with staff following absence;
- 2.6. Ensure that regular Department, team and one-to-one meetings are held and that staff are encouraged to contribute to the maintenance and development of high standards.

3. Policy and Administration

- 3.1.** Identify the financial policies and procedures required to comply with the law, guidance, “good practice” etc., ensuring that these are clearly written, formally approved by Management Committee/Team and implemented by Committee Members and staff;
- 3.2.** Ensure that financial management policies and procedures are reviewed and, where necessary, amended in accordance with Prospect’s policy and procedure review cycles.
- 3.3.** Ensure the development and maintenance of administrative systems including financial IT systems, all records, financial records, correspondence, minutes, etc.;
- 3.4.** Ensure that matters which require to be recorded are recorded promptly, comprehensively and accurately, and that all relevant files, databases, etc. are kept accurate and up to date. Ensure that all information is held securely and confidentially, in accordance with the data protection legislation;
- 3.5.** Work with Prospect’s Information Technology Officer and software suppliers to help ensure that Prospect’s computer systems are developed to maximise the benefit that is received from them.

4. Finance Duties

- 4.1.** Manage the departmental staff and resources efficiently and effectively, within budget, in particular ensuring:
 - all relevant policies and procedures are adhered to;
 - there are appropriate accounting, banking, payroll, petty cash and treasury management procedures, with effective internal controls including detailed authorisation procedures covering all Prospect activities;
 - a comprehensive risk management strategy is in place, with regular review;
 - the management accounts and other financial reports required monthly, quarterly and annually for Committee and Management Team are produced accurately and on time;
 - regular financial forecasts are produced to assist with monitoring and forward planning;
 - detailed consultation with departmental Managers is undertaken as part of the annual budget-preparation exercise, according to the agreed timetable;
 - the required financial records are maintained and produced in a form suitable for external audit;
 - the required insurance cover is in place and reviewed annually, and that office insurance claims are completed accurately and submitted on time;
 - reconcile housing stock insurance claims (prepared by Property Services Department) on a regular basis.;
 - Prospect’s pension and life cover arrangements are properly administered;
 - the Annual Audit of Financial Statements and cycle of Internal Audits is properly administered;
 - the administration of our factoring service is managed, including compliance with relevant legislation;
 - the management of office utility contracts.

5. Public Relations and Liaison

- 5.1.** Ensure that the financial reports and returns required by the Scottish Housing Regulator and other agencies, including private lenders, are completed accurately and submitted on time;
- 5.2.** Maintain close liaison and develop effective working relationships with Scottish Housing Regulator staff, Prospect’s bankers, external funders, internal and external auditors, insurance brokers and computer system suppliers etc.;

- 5.3. Represent and promote the work of Prospect as required through attendance at meetings, seminars or conferences etc., and through membership of appropriate professional groups, forums, committees or other organisations.

6. Management Team

- 6.1. Contribute to the overall management of Prospect through participation in:
- the Management Team;
 - the Management Committee;
 - project and working Groups;
 - ad hoc groups addressing specific issues.
- 6.2. Deputise for the Director, as required, in line with the agreed procedure.

GENERAL

In addition the post holder is responsible for:

- Ensuring the confidentiality of all personal, financial, development or tenant information, where required in accordance with data protection legislation;
- Ensuring all relevant policies and procedures are adhered to, and in particular observing the letter and spirit of the Association's Equality and Diversity Policy in all aspects of day to day duties relating to tenants, staff, outside agencies and the public;
- At all times working in such a manner as to ensure the health and safety of the post-holder, colleagues, tenants and visitors to the Association's offices;
- Assisting in ensuring the security of the office building, equipment and keys;
- Assisting in the overall work of the department by covering essential duties for absent colleagues and generally sharing the workload;
- Contributing to the overall management of Prospect through participation in ad hoc groups addressing specific issues, departmental meetings, staff meetings and learning and development opportunities;
- Ensuring positive and effective internal communication is maintained both within the department and across all departments.

The list of duties and responsibilities is not exhaustive. The post holder will be expected to undertake other duties as appropriate to the grade to fulfil the responsibilities of the post.

The duties of the post may occasionally require some evening or weekend working for which time off in lieu will be given.

Under the Display Screen Equipment regulations the post is classed as a "DSE User".

The Association's staff grades and salary scales are in accordance with those of Employers in Voluntary Housing (EVH). Details of the grade and salary for this post, and a summary of the main terms and conditions, are detailed in the post holder's Statement of Terms and Conditions of Employment.

Signed by the employee: _____

Date: _____

PERSON SPECIFICATION

FINANCE MANAGER

This person specification is intended to ensure that recruitment is as fair and objective as possible, thereby reducing the possibility of direct and indirect discrimination in recruitment and selection. The person specification will be used to shortlist and to select candidates for interview.

	ESSENTIAL (E) OR DESIRABLE (D)	HOW DETERMINED
QUALIFICATIONS		
CCAB or CIMA qualified Accountant	E	Form/Certificate
Full driving licence and access to a vehicle	E	Form/Licence
PREVIOUS EXPERIENCE		
Post qualifying experience working in a housing environment	E	Form
Preparation of statutory accounts package	E	Form
Preparation of annual budgets and financial forecasts	E	Form/Interview
Treasury management	E	Form/Interview
Experience of line managing finance staff	E	Form/Interview
Experience of presenting financial information to audiences with limited financial knowledge	E	Form/Interview
Experience of working with RAM and BRIXX financial management software	D	Form
Experience of working in a senior management team	D	Form
SKILLS AND ABILITIES		
Excellent ICT skills, including of office related packages and use of Finance related IT systems	E	Form/Interview
Excellent communication skills, both written and verbal	E	Form/Interview
Ability to plan and prioritise effectively to achieve targets and meet deadlines	E	Form/Interview
Can work independently with minimum supervision	E	Form/Interview
Ability to adhere to strict timetables and deadlines	E	Form/Interview
KNOWLEDGE		
Knowledge of sector related guidance and good practice (i.e. SHR, SPSO, SHQS, SFHA etc.)	E	Form/Interview
Current knowledge of accounting standards relating to housing associations	E	Form/Interview
Understanding of factoring legislation	D	Form/Interview

VALUES AND ATTITUDES		
Is committed to working for a non-profit making organisation	E	Form/ Interview
Is committed to the principles of equal opportunities	E	Form/ Interview
Is committed to ensuring the highest possible standards of service	E	Form/ Interview
Can attend occasional meetings out with normal working hours	E	Form/ Interview



GUIDANCE NOTES FOR APPLICANTS

Thank you for your interest in working with Prospect Community Housing. Please read the following guidance notes which are designed to assist you in the completion of your application for the post.

The application form is extremely important in the selection process as it is used to shortlist candidates for interview. You are therefore strongly advised to ensure that you complete all sections of the form fully in a clear, concise and legible way. CVs and other unsolicited material will be disregarded.

1. Filling in the Application Form

Electronically (preferred option)

If you are completing the form electronically, please keep to the format and do not change any of the fields. If you have problems completing the form electronically, please contact Julie Thynne on 0131 458 5480 or recruitment@prospectch.org.uk.

If you are returning your application by email you will be required to sign your form if you are selected to attend for an interview.

In Writing

If you are filling in the application in writing please complete it in black or blue ink for photocopying purposes.

If you are completing the application by hand and need to use additional pages please ensure that your name and the title of the post you are applying for are noted at the top of each sheet.

2. Returning the completed form

Applications can be returned by:

EMAIL to recruitment@prospectch.org.uk.

POST to Prospect Community Housing, 6 Westburn Avenue, Edinburgh, EH14 2TH

Applications must reach the Association no later than 5pm on Wednesday 20 January 2021. Applications received after this will not be considered.

If you are posting your application into the office please ensure it is posted in sufficient time to reach the office by the closing date and that you pay the correct postage. Please clearly mark the envelope PRIVATE & CONFIDENTIAL for the attention of Julie Thynne, Corporate Services Officer.

If returning the application form by email please note there is no need to also post a hard copy.

3. References

One of your references must be your present or most recent employer and preferably be or have been your line manager and therefore able to comment on your level of knowledge and/or suitability for the post applied for.

If you have not been in paid employment or have been out of employment for some time you may wish to give the name of someone who knows you sufficiently well to confirm the information in your application and comment on your ability to do the job.

Your second referee should ideally be someone else from your current or last employer. A character reference will normally only be accepted where it is not reasonably practical to provide an employment reference.

Referees will not be approached until after interview.

4. Immigration, Asylum & Nationality Act 2006

It is an offence for Prospect Community Housing to knowingly employ a person who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that you have these rights and any offer of employment will not be made until this is established. Appropriate documentation may include the original of your current passport, birth or marriage certificate.

5. Education and Qualifications

If you are selected for interview, you will be required to provide evidence of your original qualification certificates.

6. Employment History

Please provide details of your employment history to date starting with your current or most recent post and accounting for any periods not spent in employment (e.g. full time education, career break). For any post held within the last 10 years please confirm final wage/salary.

7. Experience, skills and knowledge

The enclosed person specification lists the minimum essential requirements for the post. When shortlisting for interview the selection panel will only consider the information contained in your application form and assess this against the personal specification.

The selection panel will not make assumptions about the experience, skills and knowledge you gained in your previous posts. Additionally, paid work is not the only means of meeting the requirements and life experiences, voluntary work and an active involvement in sports or hobbies are just as valid. It is therefore important that you use this section to demonstrate how you meet the essential requirements of the post as detailed in the Job Description and Person Specification.

It is not sufficient to simply state that you covered a specific requirement in a post. You should give an example of how you met it and be prepared to expand further on this if you are selected for interview.

8. Declaration of Interests

If you are related to any member of the Management Committee and/or staff of Prospect Community Housing or know someone in the organisation well it is important that you declare this in your application. Being related to a Committee or Staff Member or knowing them well will not affect consideration of your application or your chances of being selected for interview in any way but must be declared.

9. Equal Opportunities Monitoring

In order to help Prospect Community Housing monitor the effectiveness of its Equality and Diversity Policy it would be appreciated if you would complete the Equal Opportunities Monitoring Form. The information you provide will be kept separate from your application and will have no bearing on consideration of your application.

However, if you have requirements for any facilities to be made available should you be selected for interview please ensure that these are noted on page one of the application form.



Job Applicant Fair Processing Notice (How we use Job Applicant 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.

About Us

Prospect Community Housing, a Scottish Charity (SC029797), a registered society under the Co-operative and Community Benefit Societies Act 2014 (229OR) and having our Registered Office at 6 Westburn Avenue, Edinburgh, EH14 2TH.

We take the issue of security and data protection very seriously and strictly adhere to the General Data Protection Regulation which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z4610401 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Leigh Pettigrew. Any questions relating to this notice and our privacy practices should be sent to enquiries@prospectch.org.uk

How we collect information from you and what information we collect

We may collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment Agencies, previous employers) which include:

- Recruitment processes including information obtained from agencies which includes:
 - Your name, address, and contact details including email address and telephone number;
 - Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces
 - Information about your remuneration, including entitlement to benefits such as, pay, pension and holidays
 - Your identification documents you have given us and your proof of eligibility to work in the UK
 - Information regarding whether if you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
 - Equal opportunities monitoring information [collected and retained anonymously]
 - Background checks conditional for your engagement with us
- Current and former employers or other individuals whom you have given us permission to contact to provide us with a reference. This data will include:
 - Your work history (paid or unpaid) with them, including the dates you worked with them
 - The work tasks you did
 - Your level of responsibility
 - Job title
 - Salary on leaving
 - Time keeping
 - Reliability
 - Quality and quantity of work

- Relationships and attitude to those you work with
- Reason for leaving their workplace and
- Whether they would be happy to have you work for them again.

Why we need this information about you and how it will be used

The main legal basis for processing your data is legitimate interests – it is both in your interests (as applicant) and our interests (as potential employer) to process this information.

We will also use the legal basis of legal obligations to process information regarding the following:

- to obtain checks regarding your right to work in the UK,
- health information to make reasonable adjustments to attend interview and comply with employment related law.

Sharing of your information

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:

- For the purposes of pre-employment checks; current and former employers
- Our professional advisors
- Any other third parties as necessary to comply with your contract of engagement and our legal and statutory obligations with third party organisations.
- Other third parties as necessary to comply with the law.

Transfers outside the UK and Europe

Your information may be processed outside of the UK or the European Economic Area (EEA).

Where this happens, we will ensure that there are adequate safeguards in place to protect your information in accordance with this notice, for example that the organisation processing the information is registered with the Privacy Shield.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe. We have separate Information Technology policies and procedures in place to protect information that is held electronically, and these are available on request. Our paper records are held in our office and any personal information is stored locked and only available to authorised staff members.

How long we will keep your information

If you are successful, we will continue to use your information and will process it under our Employee Fair Processing Notice. If your application is unsuccessful we will retain your application for a period of 6 months.

Data retention guidelines on the information we hold is provided in data retention schedule which is available on request.

Your rights

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
- To ask that the information that we hold is erased
- To ask us to restrict processing of your information
- To object to us processing your information

If you would like to exercise any of your rights above please contact us at **enquiries@prospectch.org.uk**

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0131 244 9001

Email: Scotland@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.