

West Whitlawburn Housing Co-operative Limited

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Application Pack

Finance Officer

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Background Information

West Whitlawburn Housing Co-operative (WWHC) was formed in 1989 through large-scale voluntary transfer with the main aim at the time being the rehabilitation of the housing stock and to address the social problems in the area.

WWHC is a fully mutual housing co-operative, registered under the Co-operative and Community Benefit Societies Act 2014, a Registered Scottish Charity and a Registered Social Landlord (RSL), registered with the Scottish Housing Regulator. We are VAT registered and our turnover for the year ended 31 March 2019 was £4,509,175.

We own and manage 644 homes in Cambuslang, South Lanarkshire. 432 are multi storey flats (67%), 112 are low-rise flats and we have 100 properties completed in 2009 which are a mix of 84 terraced and semi-detached houses and 16 cottage flats.

All the multi storey and low rise properties are late 1960's systems build design and have undergone major refurbishment and improvement work over the years.

We have built a solid track record of driving positive change in the community through housing led regeneration and good service provision and we enjoy an excellent reputation.

The Co-operative enjoys a highly committed management committee, all of whom are tenants, and prides itself on tenant control with high quality service delivery. Our Rules allow for 15 Management Committee members who are unpaid and give their time and commitment on a voluntary basis. They are supported through training and development to ensure the skills and experience are in place to guide the Co-operative forward.

We employ a dedicated and experienced staff team, 13 of whom provide our 24/7 Concierge Service which has been in place since 1996. This service has been integral in transforming our housing stock into safe and desirable homes for our tenants. Community safety is at the heart of the service providing various community supports such as support for vulnerable tenants, dealing with anti-social behaviour and providing an immediate response to smoke detector activations in the multi storey blocks.

We have worked to invest in our homes over the years but we also place importance on wider community regeneration as we commit to making West Whitlawburn a safe and secure place to live now and in the future.

The Co-operative has transformed West Whitlawburn through a strong track record of successful delivery of services and physical and social improvement projects which have so far has made a great difference and there is a real feel of a strong and vibrant community.

Job Advert

Finance Officer – Full time, Permanent Position

EVH Grade 7 £33,375 to £36,648

EVH Terms and Conditions apply

We are looking for an experienced, qualified, Finance Officer to join our Corporate Services team.

The ideal candidate:

- Demonstrates a high level of analytical and problem-solving skills.
- Has effective time management and prioritisation skills.
- Has effective communication skills both verbal and written with the ability to liaise with a variety of diverse stakeholders
- Is proficient in the use of finance systems, Microsoft Office software and to an advanced level in Microsoft Excel.
- Has a recognised accountancy qualification.

Key responsibilities

- Balance sheet reconciliations
- Accruals and prepayments
- Preparation of management accounts
- Accounting for fixed assets, including additions, disposals and depreciation charges
- Processing intercompany transactions and reconciling intercompany accounts
- Ensuring treasury operating procedures are complied with

For an application pack please visit our website www.wwhc.org.uk.

Completed applications should be sent to Morag Gladstone, Assistant Director (Corporate Services), by email to recruitment@wwhc.org.uk or by post to Recruitment, West Whitlawburn Housing Co-operative Ltd, Belmont House, 57 Belmont Road, West Whitlawburn, Cambuslang, G72 8PG, no later than **12 noon on Friday, 30th October 2020**.

Interviews will be held on **week beginning 9th November 2020**.

We accept direct applications from candidates only and **do not engage the services of Recruitment Agencies**.

West Whitlawburn Housing Co-operative is widely respected as an innovative and forward thinking Registered Social Landlord with tenant/member satisfaction at a very high level.

Job Description

Job Title: Finance Officer
Department: Corporate Services
Grade: EVH Grade 7
Responsible to: Assistant Director (Corporate Services)
Job Purpose: To provide an accurate, comprehensive and confidential Finance service to the organisation

The job description is intended to provide an outline of the post of Finance Officer. The roles and responsibilities may alter due to changes in service delivery requirements, legislative changes, new technology or other external factors and you may be required to carry out additional duties as allocated by the Assistant Director (Corporate Services).

Principal Responsibilities and Duties

- Bank and balance sheet reconciliations
- Accruals and prepayments
- Preparation of management accounts
- Prepare and submit VAT Returns
- Accounting for fixed assets, including additions, disposals and depreciation charges
- Processing intercompany transactions and reconciling intercompany accounts
- Ensuring treasury operating procedures are complied with
- Instructing external payroll agency on periodic amendments
- Financial analysis and reporting
- Cash flow management
- Liaise with external auditors and HMRC
- Assist with preparation of annual financial statements and other statutory returns.

General Duties

- Contribute to development of policies and procedures.
- Contribute to business planning, budgets and forecasts.
- Attendance at training events and external user group meetings as appropriate.
- Deputise for the Assistant Director (Corporate Services) in their absence.
- Contribute to the work of the Corporate Services team as a whole, including occasional cover of administrative work
- Ensure clear, concise and effective communication in plain language, both internally and externally.

Person Specification

	Essential	Desirable
Skills & Abilities	<p>Ability to work on own initiative, showing flexibility and adaptability.</p> <p>Excellent communication skills (oral & written)</p> <p>Effective time management and prioritisation skills</p> <p>Ability to analyse, interpret and present complex information</p>	
Knowledge/ Understanding	<p>UK Financial Reporting Standards</p> <p>General Data Protection Regulations</p> <p>Freedom of Information</p>	<p>Knowledge of Statement of Recommended Practice for Registered Social Landlords</p>
Qualifications	<p>ACCA Advanced Diploma in Accounting and Business</p> <p>OR</p> <p>AAT Professional Diploma in Accounting</p> <p>OR</p> <p>CIMA Certificate in Business Accounting</p> <p>OR</p> <p>Similar relevant qualification at SCQF Level 8 or above</p>	
Experience	<p>At least 2 year's recent experience in a similar role.</p> <p>Accruals and prepayments</p> <p>Preparation of management accounts</p> <p>Accounting for fixed assets, including additions, disposals and depreciation charges</p> <p>Prepare and submit VAT Returns</p> <p>Processing intercompany transactions and reconciling intercompany accounts</p> <p>Ability to manipulate and extract data from accounts packages e.g. Sage 50</p> <p>Advanced knowledge of excel e.g conditionals (SUMIF, COUNTIF), nested formulae, formulae tracing and evaluation.</p>	<p>Experience of working for a Registered Social Landlord</p> <p>Preparation of statutory accounts</p> <p>Understanding of payroll legislation and processes</p> <p>Liaising directly with external agencies e.g. HMRC, Auditor, Banks, FCA, OSCR</p>

Personal Qualities	<p>A positive attitude</p> <p>Commitment to continuously improve and learn</p> <p>Strong commitment to the ethos and values of West Whitlawburn Housing Co-operative and the social housing sector, including principles of co-operation, equality and social justice</p> <p>Strong analytical and planning skills</p>	
Other	<p>Respects confidentiality</p> <p>Self –motivated with ability to work on own initiative</p>	

Summary of Principal Terms and Conditions of Employment

West Whitlawburn Housing Co-operative is an EVH (Employers in Voluntary Housing) employer and the terms and conditions for this post are largely in accordance with EVH terms and conditions.

Post:	Finance Officer
Salary Scale:	EVH Grade 7 £33,375 to £36,648 per annum Salary is paid monthly by Bank Credit Transfer
Contract:	Permanent
Hours of Work:	35 hours/week. Start and finish times are 9am to 5pm, Monday to Friday. The organisation operates a flexitime policy.
Place of Work:	57 Belmont Road, Whitlawburn, Cambuslang, G72 8PG
Annual Leave:	27 days annual leave per year
Public Holidays:	13 days per year
Pension:	The Co-operative is a member of the Scottish Housing Association Pension Scheme (SHAPS) offering a Defined Benefits and a Defined Contribution option.

This summary is for general guidance only and will not form part of the contract of employment.

All offers of appointment are subject to receipt of two satisfactory references.

Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003

The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as 'spent' after the lapse of a specified period of time. The period of time depends upon the sentence imposed.

However, some criminal convictions can never be regarded as spent. These convictions are for serious crimes and must always be disclosed. Further guidance on the offences included in the list can be found at: <https://www.mygov.scot/offences-always-disclosed/>

Any information you do disclose will be treated confidentially and only shared with those who need to know.

Having a conviction will not automatically debar you from obtaining employment with West Whitlawburn Housing Co-operative Ltd. Careful consideration will be given to the relevance of the offence to the particular post in question. If you are appointed and it is found you did not disclose previous conviction(s), which you were legally obliged to disclose, then disciplinary action up to and including dismissal may be taken.

Immigration, Asylum and Nationality Act 2006

It is a criminal offence for an employer to employ anyone who does not have permission to live or work in the UK.

Shortlisted applicants will be asked to produce specific original documentation at interview e.g. Passport, or full birth certificate together with an official document giving the applicants permanent National Insurance Number and name issued by a Government Agency or a previous employer, as well as photocopies of these documents.

Completed forms should be returned to:

recruitment@wwhc.org.uk quoting the job title in the subject line.

The application form must be completed in full.

Copies of Curriculum Vitae will not be accepted. You will be asked to provide proof of qualifications and course certificates if you are invited to interview.

All shortlisted applicants will be emailed to invite them to attend for interview. It is important that you check your emails regularly, including your junk/spam folder.

Fair Processing Notice

(How we use employee information)

This notice applies to all current and former employees, workers, volunteers and contractors.

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.

1. West Whitlawburn Housing Co-operative (WWHC) (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the Data Protection Act of 1998 and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are notified as a Data Controller with the Office of the Information Commissioner under registration number **Z5990754** and we are the data controller of any personal data that you provide to us. Any questions relating to this notice and our privacy practices should be sent to the Director.

2. We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including Employment/Recruitment Agencies, pensions service):
 - a) Name
 - b) Date of Birth
 - c) Address
 - d) Telephone Number
 - e) E-mail address
 - f) NI number
 - g) Personal characteristics such as gender and ethnic group
 - h) Qualifications
 - i) Absence information
 - j) Medical information
 - k) Next of kin / emergency contact information
 - l) Professional bodies
 - m) Driving licence and insurance details
 - n) Trade union membership
 - o) Equality monitoring information
 - p) CCTV images
 - q) Passport details

r) Training records

We collect and use the above information and personal data for:

- a) Administration of all aspects of contracts of employment
- b) Ensuring compliance with the terms of your contract including managing performance and conduct, making decisions about continued employment, and managing absence
- c) Payment of salaries and pensions
- d) Recruitment and selection processes
- e) Pensions and associated benefits (including auto enrolment), appraisal, training and development
- f) Membership of professional bodies
- g) Legal entitlement to work in the UK
- h) Contacting you
- i) Implementation of all of your terms and conditions of employment
- j) Ensuring compliance with legal and regulatory obligations with which WWHC needs to comply
- k) Carrying out business management and planning
- l) Arranging the termination of our working relationship
- m) Health and safety
- n) Inform your contacts in the event of sickness, accident or other emergency
- o) To pay your Trade Union membership dues
- p) Operation of childcare voucher schemes

3. 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:

- To process your salary payments;
- HMRC for tax and salary information
- Health and Safety Executive to satisfy legislative or regulatory requirements
- To allow your pension provider to process pensions information and handle your pension;
- To allow your electronic payslips to be produced and issued to;
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners;
- To make referrals to, and discuss with, health professionals and occupational health providers;
- To obtain advice from our professional advisors and regulators;
- To our service providers including IT and telecoms
- Any person specified by you, where you ask us to provide a reference to that person
- Other third parties necessary to comply with the law

We do not envisage taking any decisions about you based solely on automated processing which have a legal or similarly significant effect on you.

5. When you give us information we take steps to make sure that your personal information is kept secure and safe:

- Paper copies are kept in a secure locked filing cabinet with access restricted to senior staff members
- Restricted computer access
- Suppliers and service providers are required to comply with General Data Protection Regulation requirements

Our information is presently stored within the UK/EEA. We do not intend to transfer your personal information to any country outside of the EEA or to any international organisation.

6. We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by legal, accounting or reporting requirements, or as set out in any relevant contract we have with you.

We will retain all of your personal information during your engagement and for **a minimum period of 5** years after termination to allow us to establish, exercise or defend legal claims with the exception of the following:

- We will delete out of date contact, emergency contact, and bank account details whenever you provide us with updated details

Data retention guidelines on the information we hold is provided in the data retention schedule included in our Privacy Policy.

7. You have the right at any time to:

- Ask for a copy of the information about you held by us in our records
- Object to, or seek a restriction of, your information we process
- Require us to correct any inaccuracies in your information
- Complain to the Information Commissioner's Office in relation to our use of your information.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact WWHC's Director.

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.