



FIRST HOUSING
Aid & Support Services

CANDIDATE INFORMATION PACK

Dear Applicant

RE: HEAD OF FINANCE (Ref: HOF/R1/01) (Derry/Londonderry)

Thank you for your enquiry in respect of the above position. Enclosed you will find the following information:

- Summary Information of the project
- Job Description, which includes:
 - Summary of Role
 - Person Specification
- Privacy notice

Please complete the employee-monitoring questionnaire and return it with your completed application form. It will be kept separate from your application for selection purposes.

The closing date for receipt of applications is: Friday, 13th August '21 @ 12 noon

Please note:

All our recruitment for this position will be done through e-mail, please provide a suitable e-mail address for correspondence and attach your completed application form.

If you do not have an e-mail address, please contact Karla on 07921056728

If you have a disability and in the event that you are shortlisted, you may notify us to enable us to make any reasonable adjustments for interview.

Shortlisting will be undertaken on the basis of the enclosed person specification, so please address all criteria listed in the person specification when completing your application.

This post will be subject to an Access NI check

Thank you for your interest in the work of First Housing Aid & Support Services, we look forward to receiving your completed application.

Yours faithfully

Karla O'Kane
Personnel Manager
Encs

About Us

First Housing Aid and Support Services (FHASS) is a voluntary sector non-profit making organisation in operation since 1989 (formerly known as Foyle Homeless Action and Advice Service), which provides professional advice on housing in Northern Ireland and solutions to people who find themselves in housing difficulties.

Our charitable activities are conducted through four main services. Our **Addiction Services** provides accommodation, floating support and specialist outreach services. Our **Floating Support and Resettlement Service** provides support for families, young people and those living independently who may experience difficulties with mental health. Our **Accommodation Services** supports families and young people whilst in temporary accommodation and **Smart Move** provides private rented sector accommodation and tenancy support.

First Housing's Main Services

- Temporary accommodation and specialised housing projects for single person households and families who are homeless.
- Supported housing in the community for people living with mental health issues.
- Specialist accommodation projects for young people leaving care, young parents and people suffering alcohol abuse who are sleeping rough.
- Self contained accommodation with support for clients waiting permanent public sector housing.
- Resettlement and floating support services for young people, families, older people (55+ years) and people with mental health difficulties living in the community.
- 'SmartMove' Private sector housing for people requiring immediate and permanent housing.
- Mediation and tenancy support services for tenants living in the private rented sector.
- Property management and landlord support services.
- Night Support Services and outreach support to rough sleepers and people with chronic alcohol issues in need of help and support.
- Services to provide young people that are homeless to be able to tackle the barriers to education, training and employment

These services are provided across Northern Ireland by approximately 124 full time staff.

Efficient and timely financial management is therefore essential and as such, the Head of Finance is an important and integral member of the Senior Management Team, ensuring financial robustness and accountability.



FIRST HOUSING AID & SUPPORT SERVICES

JOB DESCRIPTION

Title:	Head of Finance
Reports To:	Chief Officer
Purpose & Objectives:	To provide comprehensive financial management and development for the Company, and apply financial accountability in accordance with the 'Supporting People Initiative' and other funding providers. To act in a professional, proactive capacity, as a member of the Senior Management Team, that will contribute to the strategic aims of the organisation.
Location:	23 Bishop Street, Derry/Londonderry, BT48 6PR (Some remote working possible)
Salary	Negotiable (depending on experience)
Hours of Work	37.5 hours per week, Mon - Fri
Probationary Period	6 months
Annual Leave	5 working weeks, exclusive of bank and customary holidays
Sickness Scheme	3 working weeks contractual pay in any 12 month rolling period under current terms and conditions of employment
Pension	Company pension available, details available on request

MAJOR TASKS AND RESPONSIBILITIES:

1. Manage the identification, collection, recording and presentation of all financial information for management control, accounting, planning and statutory reporting.
2. Manage, support and develop finance staff to ensure effective delivery of financial procedures.
3. Advise management as appropriate on finance and accounting policies and decisions.

SPECIFIC DUTIES

1 Information for Planning and Control

- (i) Prepare annual budgets.
- (ii) Prepare budget analysis and financial projections.
- (iii) Prepare quarterly financial management reports for the Board of Management and submission to appropriate authorities, i.e. 'Supporting People'.
- (iv) Prepare forecasts of income/expenditure as required and undertake cash flow reviews and advise of any projected shortfall/surplus in cash.
- (v) Prepare budgets for restricted grant applications and contribute to funding proposals/tenders and opportunities for growth to maintain the financial health of the organisation.
- (vi) Responsible for a formal process for risk assessment/risk management.

2 Statutory Reporting

- (i) Prepare the annual statutory financial accounts, ensuring that these comply with legal requirements and conform to current accounting standards as laid down by the professional accountancy bodies, and to specific requirement for registered charities/Companies Limited by Guarantee. (For the Charity Commission Ni and Companies House)
- (ii) Liaise with the external auditors in the audit of the annual statutory financial accounts.
- (iii) Liaise with Funders' Audit Teams in the audit of project grants.
- (iv) Advise the Director and Board of Management of any changes in accounting practices that would affect the presentation of the annual financial statements.
- (v) Process VAT returns where required.

3 Financial Systems and Procedures

- (i) Conduct yearly audit of insurance cover and maintain and update cover for new and existing projects.
- (ii) Conduct ongoing review of financial systems and authorisation procedures and review and implement system for the control of debtors.

- (iii) Ensure and oversee payment of supplier's invoices by the due dates.
- (iv) Oversee the completion of the weekly/monthly payroll and ensure all changes in rates or methods of paying SSP, SMP, Tax and National Insurance are in line with legal requirements.
- (v) Prepare and submit all statutory returns to the appropriate authorities. (i.e. PAYE)
- (vi) Liaise with Banker on account transactions and status, Electronic and Internet Banking functions.

4 **General Financial Administration**

- (i) Ensure that accounting records are maintained.
- (ii) Devise appropriate means of recording any new transactions or investments.
- (iii) Oversee the general administration of functions such as petty cash, mileage expenses etc.

5 **Other responsibilities**

- (i) Provide special financial assistance to departmental projects both new and existing.
- (ii) Manage and support finance staff, through regular meetings, supervision and appraisal procedures.
- (iii) Participate in the preparation of agenda, minutes and financial reports for the Board of Management and make recommendations as appropriate.
- (iv) Any other duties appropriate to the post

RELATIONSHIP WITH FIRST HOUSING

- To be an active team member, supporting colleagues, being prepared to receive support as necessary and contribute fully to team workload.
- To participate in staff meetings as required.
- To participate in staff development and review.
- To attend training as identified and required in relation to personal and professional development.
- To comply with the policies and procedures in place that meet with health and safety legislation.
- To respect our policy of promoting equality/valuing diversity.

PERSON SPECIFICATION
Head of Finance (HOF.R1.01)

Requirement	Essential or Desirable?	How Assessed?
<p>Qualifications / Experience:</p> <ul style="list-style-type: none"> • Minimum of five GCSE's at grade C or above (or equivalent) including Maths and English Language AND EITHER 	Essential	Via application form/appropriate certificates
<ul style="list-style-type: none"> • A recognised relevant qualification AND • 2 years post qualification working experience in the processing of financial information for management control, planning and statutory reporting. <p>OR</p>	Essential	Via application form/appropriate certificates
<ul style="list-style-type: none"> • Accountancy Degree AND • 2 years post qualification working experience in the processing of financial information for management control, planning and statutory reporting. <p>OR</p>	Essential	Via interview/application form/references
<ul style="list-style-type: none"> • Part Qualified or Qualified by experience in a senior financial position 	Essential	Via interview/application form/references
<ul style="list-style-type: none"> • Previous experience of financial management in the voluntary, community or charitable sector to include financial management of project funding 	Desirable	Via application form/interview/references
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of Public and Voluntary Sector Structures. 	Desirable	Via interview
<p>Skills & Competencies:</p> <ul style="list-style-type: none"> • Excellent analytical skills and the ability to produce and interpret management information. 	Essential	Via interview/application form/references

Requirement	Essential or Desirable?	How Assessed?
<ul style="list-style-type: none"> Ability to communicate clearly both orally and in writing and to have the ability to adjust the format, style and content of communication to meet internal and external requirements. 	Essential	Via interview/application form/references
<ul style="list-style-type: none"> The ability to plan, manage, monitor and motivate the work of a team and to build good working relationship with individuals and organisations. 	Essential	Via interview/application form/references
<ul style="list-style-type: none"> Excellent organisational skills and ability to prioritise workloads to deliver within agreed deadlines 	Essential	Via interview/references
<ul style="list-style-type: none"> Proficient in use of databases, spreadsheets and word processing systems 	Essential	Via interview/ application form/references
<ul style="list-style-type: none"> Proficient in use of Accounts Packages (SAGE) and online Business Banking 	Essential	Via interview/references
<ul style="list-style-type: none"> Proficient in use of Office 365, in particular Outlook and One Drive 	Essential	Via interview/ application form/references
<ul style="list-style-type: none"> Proficient in use of Web Based Software 	Essential	Via interview/ application form/references
<ul style="list-style-type: none"> The post holder must be able to demonstrate a good attendance/performance work record 	Essential	Via application form/interview/references
<p>Personal Attributes:</p> <ul style="list-style-type: none"> Ability to deal with queries sensitively, with care and confidentially 	Essential	Via references/interview
<ul style="list-style-type: none"> Integrity and commitment to good governance 	Essential	

Requirement	Essential or Desirable?	How Assessed?
<ul style="list-style-type: none"> Confident decision maker 	Essential	
<p>Other:</p> <ul style="list-style-type: none"> No health problems which would adversely affect ability to carry out all the duties of the post. 	Essential	Via application form and interview

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First Housing Aid & Support Services Privacy Notice

In May 2018, the new general Data protection Regulation (GDPR) comes into effect, which gives you more rights around how your information is used. To make you feel confident about how we process your information, we've provided this Privacy Notice to make things clearer. See below for a summary of what it says.

How do we use your information?

We use your information in ways you would expect:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

Who do we share your information with and where do we get information from?

- information may be shared internally within the Company for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the

department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

- external organisations for the purposes of conducting pre-employment reference and employment background checks
- Access NI, to obtain a criminal record check
- former employers, to obtain references
- professional advisors, such as lawyers

We may also need to share your personal information with a regulator or to otherwise comply with the law.

How do we protect your information?

We have put in place measures to protect the security of your personal information. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities.

How can I find out more?

Our full Privacy notice contains more detail about:

- How we use your information
- The reasons for using your information
- Our retention periods
- Your rights, including how to get a copy of your information, how you can have it corrected or erased, how you can object to our use; and
- How to contact the compliance manager

You'll find a full notice at www.first-housing.com/recruitment, or you can call Karla, Personnel Manager at 07921056728; e-mail: karlaokane@first-housing.com

Do I have to do anything?

No, this is just information; you don't have to do anything