



**Arbour Housing**

**Finance Business Partner**

**Candidate Information Pack**

**November 2021**

**Closing Date: Application Forms must be received by 4.00pm on Monday 6th December 2021.**

## **Appointment of Finance Business Partner**

### **INFORMATION PACK CONTENTS**

1. The Recruitment and Selection Process
2. Job Description and Personnel Specification
3. Summary of Terms and Conditions
4. Employment Policies

An Equal Opportunities Monitoring Form is also included in the pack and should be completed and emailed along with your application form or alternatively returned in a sealed envelope if posting your application form.

## **The Recruitment and Selection Process**

### **How to Apply**

1. If you wish to apply for this post, you should examine the Job Description and Personnel Specification carefully to assess whether you meet the essential and or desirable criteria for the post and then complete the Application Form.
2. It is important you complete the application form in FULL. Incomplete applications will not be considered. CVs will also not be considered in place of an application form.
3. Please note the key dates listed below, advise if you would be unavailable, and suggest any alternative dates.
4. Completed application forms should be returned by email to **recruitment@arbourhousing.org** or returned by post to Arbour Housing Limited, 18-22 Carlton Street, Portadown, Armagh, BT62 3EN.

### **Conflicts of Interest**

If a prospective candidate has any actual or potential conflict of interest with the activities of Arbour Housing, this should be declared clearly in the application. Any indirect association of this kind through any family member or partnership must also be disclosed.

### **Closing date**

**Applications should be received by 4.00pm on Monday 6<sup>th</sup> December 2021. Late applications will not be considered.**

### **Short Listing Decisions**

Only those candidates who clearly demonstrate that they possess all relevant knowledge, experience, skills and abilities listed in the Personnel Specification will be shortlisted for interview. We reserve the right to enhance criteria in order to facilitate the short listing process. It is therefore essential for your Application Form to give full concise information and evidence relevant to the position. Continuation sheets may supplement your application form as necessary. Those who have not been shortlisted will be notified.

Interviews are expected to take place week commencing 13<sup>th</sup> December 2021.

### **Pre-appointment Enquiries**

If you are successful, you will receive an offer of employment conditional upon receipt of satisfactory vetting, references (to be determined at the sole discretion of the employer), pre-employment health check and confirmation of relevant qualifications. Subject to satisfactory completion of these pre-appointment enquiries, you will be invited to take up post as soon as possible. We would emphasise that these enquiries will be carried out in full compliance with our Equal Opportunity policy.

## Job Description

<b>Job Title</b>	Finance Business Partner	<b>Revision Date</b>	November 2021
<b>Reports to</b>	Head of Finance	<b>Department</b>	Finance
<b>Overall Purpose:</b> Make an effective contribution to the delivery of Finance with particular focus on the management and control of development activities			

### Key Responsibilities & Outcomes

<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To manage the financial responsibilities related to the organisation's Development activity.</li> <li>• To assist the Head of Development with the financial assessment of live and potential development activities,</li> <li>• Business partnering with Development and other departments to ensure accuracy of information on each project,</li> <li>• To manage the investment appraisal model to ensure it is robust and effective,</li> <li>• To update the monthly income and expenditure for all projects and provide revised projections,</li> <li>• To assist with the provision of accurate information to members of the Board and the Management team for consideration of scheme approvals,</li> <li>• Involvement with ongoing development schemes to ensure the effective management of contract payments and short, medium and longer term cash flow projections,</li> <li>• Management of development expenditure through modelling of development projections,</li> <li>• To manage the introduction and operation of software for the assessment and management of development operations,</li> <li>• To contribute towards the short, medium and long terms budget projections of the organisation,</li> <li>• To assist in the reconciliation of completed schemes and the application of component accounting</li> <li>• Confidence to liaise with external organisations such as banks and solicitors in relation to the financial requirements to fund the Association's development activities,</li> <li>• To manage the finance responsibilities that are expected to arise from the continued expansion of development and organisation into other activities,</li> <li>• To manage the risk registers and operation of the associated software designed to assist Board members and management to ensure the effective governance of organisation activities,</li> <li>• To deputise for Head of Finance as required,</li> <li>• To represent the Finance Department at internal and external meetings as required,</li> <li>• To assist with the development, implementation and maintenance of financial policies and procedures and to ensure that they are updated in line with Housing Association Guide and general good practice,</li> <li>• To carry out any designated tasks that will contribute to the effective management of organisation finances and general management as required within the scope and grade of the post</li> <li>• To comply with all policies and regulatory requirements, alerting your Manager to any incidents or breaches.</li> </ul> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>• To contribute to the effective management of development financial activity and cash flow management</li> <li>• To work within agreed objectives and time scales to meet the performance criteria</li> <li>• Proactively assist in the successful development of processes and systems to improve the quality of management information</li> <li>• Compliance with all statutory and regulatory requirements</li> <li>• Work closely with all Departments to maintain a tenant focused service and delivery</li> <li>• To undertake any other tasks and duties within the scope and grade of the post</li> </ul>
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You are also required to undertake any other duties within your capabilities as may be reasonably required.

## Personnel Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Qualified Accountant with one of the recognised bodies (CIMA/ ACA etc) with a minimum of 3 years' previous experience gained in a similar position within a busy finance office</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ Part Qualified/ working towards Accountant qualification with one of the recognised bodies (CIMA/ ACA etc) with a minimum of 4 years' previous experience gained in a similar position within a busy finance office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business related third level education (or equivalent)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 2 years' previous relevant experience in provision of information to management</li> <li>▪ Demonstrate your experience working with financial and other software packages and maximising use of these software packages</li> <li>▪ Demonstrate a strong working knowledge of MS Excel and its functionality in relation to the completion of your duties (spreadsheet design/ modelling etc)</li> <li>▪ Experience of delivering a customer focused service</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of the property, development or building sector</li> <li>▪ Experience of an interdepartmental role</li> <li>▪ Knowledge of and operation of CIS returns</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Working knowledge of the MS Office suite computer applications in particular Word and Excel</li> <li>▪ Working knowledge of general office systems, practices and procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Awareness of social housing sector</li> <li>▪ Knowledge of the DfC Housing Association Guide</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Effective presentation skills</li> <li>▪ Effective organisational skills</li> <li>▪ Effective interpersonal skills with the ability to relate to a wide range of stakeholders</li> <li>▪ Effective communication skills</li> <li>▪ Ability to plan and prioritise workload to achieve results and meet deadlines</li> <li>▪ Ability to challenge in a constructive manner</li> <li>▪ Innovative approach to problem solving</li> <li>▪ Ability to work effectively with a minimum of supervision</li> <li>▪ Ability to work effectively as part of a team</li> <li>▪ Flexible approach to work and ability to work to</li> </ul>	

<b>Special Conditions</b>	<p style="text-align: center;">strict deadlines</p> <ul style="list-style-type: none"> <li>• Requirement to present information to the Board or committee outside of normal working hours on occasion,</li> <li>• A current driving licence and access to a vehicle form or access to a form of transport which will allow the post holder to fully satisfy the travel requirement of the post.</li> </ul>	
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### Summary of Terms & Conditions of Service

<b>Salary Scale:</b>	£28,672- £32,234 Points 24-28
<b>Hours of Work:</b>	37 hours per week - Monday to Friday.
<b>Leave Entitlement:</b>	21 days per annum
<b>Place of Work:</b>	<p>Offices of Arbour Housing Limited  18-22 Carleton Street  Portadown  BT62 3EN</p>
<b>Notice Period:</b>	1 Month
<b>Pensions:</b>	Arbour Housing offer a contributory pension scheme, further details of which will be discussed at job offer stage.
<b>Private Medical Insurance</b>	We offer Private Medical insurance for all staff available after completion of probation, with the option to add family members at preferential rates.

<b>Flexible working</b>	We operate a flexi time scheme allowing for flexible working arrangements outside of core hours.
<b>Probation:</b>	You will be on probation for a period of up to six months.

### **Employment Policies**

The appointment is subject to satisfactory employment references, satisfactory checks of qualifications and a medical check.

As part of the selection process for the vacancy, you will be asked to provide, in confidence, evidence of entitlement to work in the UK and any criminal history information.

You are invited to complete and return the Equal Opportunities Monitoring Form to assist us in monitoring our Equalities Policy. The provision of this information is voluntary.

The information provided by you on the Equal Opportunities Monitoring Form will not be made available to the selection panel. Statistical and anonymous reports will be produced for monitoring purposes from the information contained in the document for submission to the Equality Commission on an annual basis.

The information provided by you on the application and any supplementary forms will be used for the purpose of selection, recruitment and any further subsequent employment administration if the application is successful.

***Arbour Housing Association is an Equal Opportunity Employer***