



**WHITE HORSE**  
HOUSING

**FINANCE DIRECTOR**

**(Part time – 22.5 hours per week)**

Salary £33,454, plus pension and benefits. (FTE £55k)

White Horse Housing Association owns and manages over 400 homes throughout Wiltshire, Swindon and East Somerset. We have a strong desire to grow the Association further through an ambitious development programme whilst continuing to maintain our existing homes to the highest environmental standards, underpinned by a robust Business Plan and sound financial systems.

To help us meet these ambitions we are now looking for a Finance Director to oversee all financial aspects of the Association's business strategy, ensure the timely flow of financial information to the Chief Executive and Board members, maintain our financial integrity and help to align our IT strategy to support our asset management and customer service ambitions.

The successful candidate will be a qualified member of an accountancy body (or equivalent), have at least 5 years' experience (preferably within the housing sector), have experience of working within a statutory framework and have the capability to develop and implement our strategic and financial objectives.

Reporting directly to the Chief Executive, the successful candidate will be part of a small, friendly team dedicated to providing the highest quality service to our customers.

Benefits include: Casual Car User Allowance, up to 30 days Annual Holiday (pro-rata) and a Contributory Pension Scheme. Location: Our offices are based in Melksham, Wiltshire. However, there is also an opportunity to work from home with full remote access to our systems.

**Closing date:** Friday 28 January 2022.

**Interview Date:** w/c 7 February 2022.

To request an application form and information pack please e-mail [info@whitehorsehousing.co.uk](mailto:info@whitehorsehousing.co.uk)

*We are committed to Equal Opportunities and welcome applications from all sections of the community.*



# WHITE HORSE HOUSING

## WHITE HORSE HOUSING ASSOCIATION

### APPLICATION FOR EMPLOYMENT

All information will be treated in strictest confidence.

**POST TITLE:**

Where did you see the post advertised?

Closing date for applications:

#### **PERSONAL DETAILS**

Surname:	Title: MR/MRS/MISS/MS:
Forename (s):	
Address:	
Postcode:	
Date of Birth:	
Home Telephone Number:	Work Telephone Number:

Do you own a car or other vehicle which could be used in the course of your work?	YES/NO
Do you hold a full U.K. driving licence without any endorsements?	YES/NO

#### **STATE OF HEALTH**

Please indicate number of days off for illness in the past two years:	
Have you had any serious illness in the last five years? If yes, please briefly outline the nature of the illness:	YES/NO

**EDUCATION**

From	To	School, College, University	Certificates, Degrees, Diplomas obtained

**PROFESSIONAL AND/OR JOB RELATED TRAINING**

From	To	Institute/Course	Job Qualifications obtained

Leisure interests - including membership of clubs and societies. (Please note any offices held in these organisations).

Reasons for applying for this post.

**EMPLOYMENT HISTORY (in chronological order)**

Dates From                      To	Name of Employer	Position held/Summary of duties	Reason for leaving
a) Present or Last Employer			
Notice required:			
b) Previous Employers			

Please use this section to tell us how your skills, knowledge and experience will make you a good candidate for this post?

Are you related to any current member of staff or member of the Board?	YES/NO
If Yes, please give details:	

Applicants for posts other than clerical and administrative appointments are asked to provide a separate concise statement setting out their ideas on how they would approach the responsibilities of the post. This will form a substantial element of the assessment of the suitability of applicants for the post. For some posts other objective and practical techniques will be used to test the skills and abilities of the applicants during the selection process.

**REFEREES**

The names and addresses of two referees are requested who have recent knowledge of the applicant and who can comment authoritatively upon the competence and experience of the applicant in relation to the post for which application is being made, i.e. character references are not on their own sufficient. One of the referees should, if possible, be a recent or current employer or, if appropriate, a tutor. A reference from your present employer, if appropriate, will be required but they will not be approached without your permission. References will normally be taken up prior to interview unless you specifically request us not to do so.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone number during office hours:	Telephone number during office hours:
MAY WE APPROACH YOUR REFEREES INCLUDING YOUR PRESENT EMPLOYER?	
	YES/NO

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. If I am appointed personal information about me may be computerised for personnel/administration purposes.

Signed: ..... Date: .....

NOTE: Applicants may be disqualified if it should become apparent that false answers have knowingly been provided at any point.

# WHITE HORSE HOUSING ASSOCIATION LIMITED

**CONFIDENTIAL** (Please read overleaf before completing)

Please help White Horse Housing Association Limited monitor its equalities policies and prevent unfair discrimination by answering **ALL** of the following questions, ticking the appropriate box.

**NAME (BLOCK CAPITALS):**

\_\_\_\_\_

**POST TITLE:**

1. I would describe my ethnic group as:-

<input type="checkbox"/>	Black-Caribbean	<input type="checkbox"/>	India	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Black-African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Irish
<input type="checkbox"/>	Black-British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	White
<input type="checkbox"/>	Black-Other _____	<input type="checkbox"/>	Other _____ (Please specify)		

2: I am:- Male  Female

3. I am:-

under 20 years	<input type="checkbox"/>	30-39 years	<input type="checkbox"/>
20 - 24 years	<input type="checkbox"/>	40 - 49 years	<input type="checkbox"/>
25 - 29 years	<input type="checkbox"/>	50 years +	<input type="checkbox"/>

4 a: Do you consider yourself to be a disabled person?

Yes  No

4 b: Do you consider yourself to have a disability which affects your ability to do normal daily tasks?

Yes  No

## PLEASE READ THIS BEFORE ANSWERING THE QUESTIONS OVERLEAF

This form seeks information on a range of issues covering gender, race, age and disability. As the Disability Discrimination Act contains definitions of what is meant by “disability” or a “disabled person” and “substantial adverse effect” the following notes should help you to complete the answers relating to disability.

**Defining a disabled person:** a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. People who have had disabilities in the past are included.

**Impairment:** it covers physical and mental impairment (excluding mental illness and behavioural problems) including learning disabilities and hearing and sight impairments.

**Substantial adverse effect:** something which is more than a minor or a trivial effect and is beyond the normal differences in ability which exist among people.

**Long-term effect:** of an impairment is one which has lasted or is likely to last for at least 12 months or for the rest of the life of the person. Therefore, loss of mobility due to a broken leg which is likely to heal within 12 months or a long term illness which a person is likely to recover from within 12 months are not included.

Substantial effects of a disability which has ceased but is expected to recur at least once a year, for example rheumatoid arthritis or epilepsy, are included in the definition.

**Normal day-to-day activities:** are those carried out by most people on a fairly regular and frequent basis. It does not include activities which are normal only for a particular person or group of people such as playing musical equipment or sport to a professional standard or performing skilled or specialist tasks at work.

An impairment has a substantial adverse effect if it affects:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight (excluding people who wear spectacles)
- memory or ability to concentrate, learn or understand

**Severe Disfigurement:** is covered by the Act. People do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

**Progressive Illness:** such as cancer, multiple sclerosis, HIV infection and muscular dystrophy are covered from the moment the condition leads to an impairment which affects day-to-day activities.

**Access Requirements:** these may include, for example requirements relating to physical accessibility of the workplace, accessibility to information different forms etc.



## **WHITE HORSE** **HOUSING**

### **WHITE HORSE HOUSING ASSOCIATION**

Thank you for your enquiry regarding a job vacancy with White Horse Housing Association.

In order to progress your application further you will need to complete an Application Form and the enclosed declaration. This information sheet has been designed to help you do this, as well as provide you with an outline of the Conditions of Service, Salary and the Equality and Diversity Policy operated by the Association.

#### **COMPLETING YOUR APPLICATION FORM**

**Step 1** A job description and person specification for the vacancy you wish to apply for has been enclosed with this form. These will detail the purpose of the job, who you would report to, and the main duties and responsibilities.

Read this carefully, noting any experience, skills and abilities required. Then tell us about those which you possess which you feel are relevant. Any relevant experience gained outside of paid employment may also be of value, so it's worth giving thought to this too.

**Step 2** Include the above information on your Application Form. Set facts out concisely. When outlining your skills and abilities, try to substantiate your statement with examples and evidence.

**Step 3** Check that the information is in a logical order and that it says all you want to say. Provided the information is set out clearly, it is not necessary for it to be typed. Your application form is all we have to go on, so please ensure that you provide all the relevant details.

**Step 4** Please ensure that your Application Form is returned by the closing date shown in the job advertisement. Applications received after that date will not normally be considered. You may find it useful to keep a copy of your completed Application Form.

#### **NOTIFICATION OF OUTCOME OF APPLICATION**

Applicants who have not been selected for interview will be informed, however, if you have not heard from us within three weeks of the closing date for this position, then please assume that you have not been selected for interview.



## **GENERAL INFORMATION FOR APPLICANTS**

### **Pre-Employment Checks**

References will either be taken up in writing prior to interview or for the successful candidate after interview. In any event, any offer of employment is subject to appropriate satisfactory references being received.

### **Terms and Conditions of Employment**

Any written offer of employment will be accompanied by details of the Association's Standard Terms and Conditions of Employment. The following outlines some of the basic terms.

### **Probationary Period**

New appointments to the Association will be subject to the satisfactory completion of a trial period of six months.

### **Salary**

The salary for the post is as advertised. Salary is paid on the 25<sup>th</sup> of each month by Bank Transfer.

### **Hours of Work**

The standard office based working week for the Association is a five day 37 hour week – 9.00am to 5pm Monday to Thursday and 9.00am to 4.30pm on Friday.

### **Car/Car Mileage**

Mileage is paid in accordance with the Inland Revenues Fixed Car Profit Scheme.

### **Annual Leave**

An initial 25 days leave entitlement per year (rising to a maximum of 30 days in subsequent years) to be taken at dates compatible with the duties of the post. The annual leave year runs from your start date.

### **Pension**

The Association is a member of the Social Housing Pension Scheme. All employees are invited to join the scheme.

### **Notice Period**

The postholder must give the Association at least 3 calendar months' notice of their intention to end their employment.

### **Sickness Absence**

The entitlements during any absence due to sickness or injury are as follows:-

- During 1<sup>st</sup> year of service, 2 weeks full pay and 2 weeks half pay pro rata.
- During 2<sup>nd</sup> year of service, 1 months full pay and 1 months half pay pro rata.
- During 3<sup>rd</sup> year of service, 2 months full pay and 2 months half pay pro rata.

- After 3 years' service, 3 months full pay and 3 months half pay pro rata.

### **Maternity Pay**

Statutory maternity pay will be paid to qualifying staff.

### **Equality and Diversity**

The Association is committed to achieving equality of opportunity in employment and its Equality and Diversity policy is intended to ensure that equality of opportunity exists in its recruitment process and that appointments are made on merit.

### **Individual Needs of Applicants**

Some applicants may have individual needs in relation to the selection and interview process and every effort will be made to accommodate these. You are encouraged to identify any assistance or adaptations which would assist in undertaking the job applied for.

### **Training and Development**

The Association is committed to providing an efficient, effective and appropriate service to the community which it serves and will ensure that its staff have the necessary skills and knowledge to achieve this goal.

### **No Smoking**

The Association does not allow smoking in any of its offices.

### **Relocation Package**

The Association does not offer a relocation package.

**These details are provided for the general information of applicants and are not deemed to form part of the contract of employment.**

# WHITE HORSE HOUSING ASSOCIATION

## JOB DESCRIPTION

**Post:** FINANCE DIRECTOR

**Responsible To:** Chief Executive  
**Responsible For:** Office Manager

### Main Responsibilities:

*To oversee all financial aspects of White Horse Housing Association's business strategy, ensure the timely flow of financial information to the CEO, the Board and our external stakeholders and maintain financial integrity in order to enhance our reputation and brand and align IT and communications strategies to support our property and customer services.*

---

### The Finance Director will lead on:

- a. The accounting function, financial planning, management accounting, cash flow forecasts, regulatory compliance and the development and implementation of financial policies;
- b. Treasury Management and loan administration;
- c. The financial aspects of asset management and new homes development to ensure that the Association's asset strategy is deliverable, sustainable, integrated with the business plan and generates customer and business value;
- d. All audit activity undertaken throughout the year, ensuring the Association maintains and improves its internal controls;
- e. The transparent and innovative communication of financial and other information to all stakeholders using diverse and creative media;
- f. The development and implementation of effective information and communication technology aligned with business and financial strategy;

### The main duties of this post are:

- 1) Accountable for the overall control of the finance and accounting function, all financial transactions, reconciliations and accountancy matters, including audit systems;
- 2) Leads on financial planning, stress testing and related financial advice to the CEO and the Board;
- 3) Formulates financial targets and budgets in accordance with the strategy approved by the Board;
- 4) Leads on the development of policies on treasury management, debt, taxation, grant and investment and is accountable for their effective implementation;
- 5) Prepares the annual accounts and returns to regulatory and statutory bodies;

- 6) Prepares the annual budget, detailed 5 year forecasts, quarterly management accounts and monthly budget monitoring sheets and presents them to staff and Board members, as appropriate;
- 7) Ensures full compliance with all regulatory and statutory bodies regarding the Association's financial affairs;
- 8) Advises the CEO and the Board on the financial aspects of the Association's asset management, new home development, procurement and Value for Money strategies, in line with its business plans;
- 9) Works across the business to continually improve budgeting and financial performance, including value for money;
- 10) Develops and maintains external relationships in order to positively influence the external environment, understand customers, competitors, suppliers and potential markets and how these can be used to enhance White Horse Housing's business, brand and reputation;
- 11) Maintains a constant and consistent focus on the integration of financial and service performance focusing on critical success factors, managing for value, dealing with performance issues openly and quickly and applying the same performance standards equally;

## **General**

### **The Finance Director will:**

- 1) Ensure the Association's policies, procedures, and initiatives relating to any financial matters are kept fully up to date and implemented.
- 2) Keep abreast of regulatory developments and legislation relating to accounting standards and make recommendations on practical implementation.
- 3) Provide the highest quality service incorporating best standards and practice and work to continually improve standards,
- 4) Undertake any other duties that may reasonably be required by the Association's Chief Executive.

### **Supervisory Responsibility:**

The role currently involves managing 1 member of staff, the Office Manager.

## PERSON SPECIFICATION

**JOB TITLE:** Finance Director  
**REPORTS TO:** Chief Executive

<b>Attributes</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Qualified member of an accountancy body or holder of an equivalent qualification	✓	
<b>Work Related Experience</b>	At least 5 years post qualification experience preferred		✓
	Experience of financial planning using Housing Brixx is preferred		✓
	Experience of working within a statutory framework	✓	
	Experience of financial information software	✓	
	Capability to develop and implement strategic objectives;	✓	
	Strong awareness of good corporate governance practices	✓	
<b>Skills and Abilities</b>	Excellent communication skills both spoken and written	✓	
	Good presentation skills	✓	
	Competence in meeting targets and deadlines	✓	
	Excellent IT literacy skills	✓	
	Ability to use initiative and work without supervision	✓	
	Ability to develop existing system and processes to mitigate risk and adapt to regulatory change	✓	
	Forward thinking with ability to identify potential problems and provide solutions	✓	
	Good organisational and administrative skills	✓	
	A commitment to equal opportunities	✓	
	A passion for providing affordable housing to local lower income people	✓	
<b>Circumstances</b>	Flexibility of working hours to meet deadlines when appropriate	✓	
	Clean driving licence and prepared to use own vehicle for business under standard terms and conditions	✓	