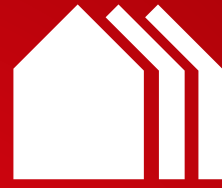


Glen Oaks

HOUSING ASSOCIATION



Finance Director

Recruitment Pack



Contents

	Page
Welcome	1
About the role	2
About Glen Oaks	3
Organisational Structure	3
Role Description	4 - 9
Person Specification	10 - 12
Summary Terms	13
How to Apply	14
Key Dates	14

Welcome and thank you for your interest in working with us!

This application pack is intended to give you an idea of who we are and what we do. We are interested in applicants who share our values - dedicated, aspirational, respectful, and transparent. If this is you, then you could be the person we are looking for!

This is a time of great change for the Association so there's never been a better time to become a part of our success story. Glen Oaks is an innovative and well-respected organisation within the housing sector and, more importantly, within the communities we serve. As a key member of our Corporate Management Team, the role of Finance Director is pivotal in helping us maintain our excellent performance.

Glen Oaks is a great place to work and we value our Board and staff team. They are our greatest asset and we are incredibly proud of their dedication to providing the best possible service to our tenants and other service users. This is an opportunity for you to join an organisation that will recognise your potential and will support your training and development needs.

We are committed to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner. The Association is an equal opportunities employer and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, sexual orientation, age, religion or belief. We are particularly interested in hearing from applicants with a disability, or applicants from a Black, Asian or Minority Ethnic background. Disabled applicants who meet the essential criteria will, where possible, be offered an interview under the Disability Confident scheme.

We've included some information in this pack that explains how to apply for the post of Finance Director which we hope you will find useful. If you would like a confidential chat about any aspect of the post, please contact me to find out more (nicola.logan@glenoaks.org.uk).

We hope you recognise the benefits of working for Glen Oaks Housing Association. If you believe you are the ideal candidate, we would love to hear from you!

We look forward to receiving your completed application.



Nicola Logan
Chief Executive Officer

About the role

Job Title:	Finance Director
Grade:	EVH Grade SM9 Pts 13-15
Reporting to:	Chief Executive Officer
Responsible for:	Finance and ICT

Our mission is to enhance the wellbeing of our tenants, sharing owners, owner occupiers and the wider communities of Arden, Darnley, Pollok, Old Darnley, Regents Park and Southpark Village in Greater Pollok through high quality housing and related services.

Glen Oaks Housing Association is committed to providing high quality homes and services to its 1,500 customers.

We are focused on demonstrating value for money to our tenants through our day-to-day services and improvement programmes. We continue to expand the range of our services as new challenges and opportunities arise, for example we have a number of wider role activities that provide valuable support to our tenants.

The post is being advertised due to the retirement of the current Finance Director. This is a real opportunity for an ambitious individual to join our team and help us achieve our mission. You should be passionate about delivering great service both internally with our teams and externally with our partners and customers as you will play a key role in the innovation of these services. You will also ensure that robust financial appraisals of new opportunities, and the development of financial models, are applied to the benefit of the Association's overall financial wellbeing.

As a member of Association's Corporate Management Team (CMT), you will play a key role in the Association's long-term development, working closely with our Board to further develop our organisation. You will be responsible for leading and managing our dedicated Finance and ICT Departments.

You will have substantial experience at Senior Management/Director level along with significant experience in all Treasury activities and understanding of issues relating to the development of ICT strategies. The Finance Director post is currently responsible for overseeing our ICT Team.

In return, we offer you the chance to develop your career within a friendly, high-performing and well-regarded organisation.

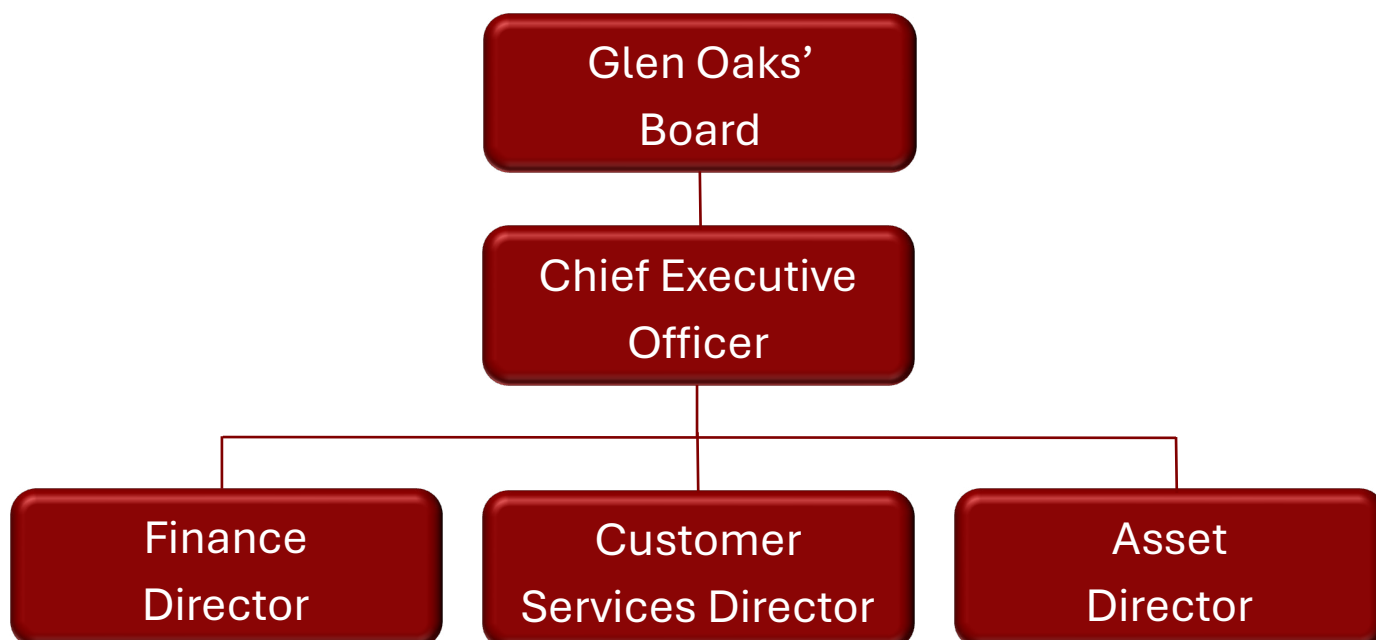
About Glen Oaks

Glen Oaks Housing Association was registered in 1991 and has built a strong reputation as an innovative community-controlled organisation that places customer service, financial viability and being an excellent employer at its heart.

The Association's vision '**Where Communities Thrive**' and our mission statement '**Our aim is to provide good quality affordable housing and an excellent service. We will encourage resident participation and work with other agencies to regenerate our community.**' provide the foundation for our commitment to residents and the communities they live in. This commitment is also demonstrated in the Association's values:



Organisational Structure



Role Description

Purpose

As a member of the Corporate Management Team, the Finance Director is responsible for leading and managing the Finance and ICT departments. The postholder will take responsibility for the accounts function and financial controls of Glen Oaks Housing Association and make an effective contribution to corporate planning and management. The Finance Director will supervise the effective use of an integrated ICT system and will ensure the provision of appropriate high-quality financial and ICT services to clients.

Key Responsibilities

1.0 Strategy

The Finance Director will:

- 1.1 Propose and recommend clear, innovative strategic options that meet the aims of the Association and its stakeholders.
- 1.2 Regularly review with the Board and Corporate Management Team the strategic aims and future direction of all aspects of the Association's business.
- 1.3 Preparation and monitoring of financial plans and associated strategies. This will include forecasting and sensitivity analysis.
- 1.4 Maintain and keep under review appropriate policies and procedures that impact upon the financial security of the organisation.
- 1.5 Ensure robust financial appraisal of new opportunities and the development of financial models for new or changed developments or services using techniques such as discounted cash flow (DCF) methodology, payback, cost benefit analysis, sensitivity analysis etc.
- 1.6 Assess and report on the effect of new projects and initiatives of the Association's overall financial wellbeing.
- 1.7 Ensure that the Association maximises value for money, quality, and cost efficiencies in all its activities.

2.0 Leadership and Governance

The Finance Director will:

- 2.1 Advise the Board on financial, risk management, and ICT policies and strategies for achieving financial viability, value for money and the minimisation of risk.
- 2.2 Support and service the Audit & Risk Sub-Committee in an efficient manner; provide advice and appropriate information to enable well-informed decisions to result.
- 2.3 Ensure the production of good quality reports, understandable by Board members without a finance background, for information and decision-making.
- 2.4 Ensure that Glen Oaks Housing Association complies with the guidance and requirements of the Scottish Housing Regulator, OSCR and other regulatory bodies.
- 2.5 Ensure that the Association complies with Data Protection guidance and meets the GDPR requirements.
- 2.6 Ensure that the Association complies with Freedom of Information legislation.
- 2.7 Provide motivational leadership and support to the senior staff within the department, ensuring that the Association's values and main objectives are effectively communicated through them to the wider staff team.
- 2.8 Work with the Association's internal auditors on audit needs assessments. Co-ordinate the programme of internal audits and subsequent follow-up work. Report to the Sub-Committee and the Board on the outcome of the internal audit programme.
- 2.9 Liaise with the external auditors to ensure that the Association's finances are robustly audited and that the financial statements are presented to the Association's Annual General Meeting each year.
- 2.10 Ensure the Association's financial management systems and processes follow best practice and regulatory compliance, achieve strong and effective budgetary, planning, project management and cost control and set high standards in monitoring and reporting.

3.0 Risk Management

The Finance Director will:

- 3.1 Make sure that an effective risk management and risk mitigation system is in operation by ensuring that the Association has a systematic approach to identifying, evaluating and responding to risks and providing assurance that responses are effective.
- 3.2 Report on the effectiveness of the risk management system through the annual production of the Business Plan, including, where necessary, an action plan to tackle any significant issues.
- 3.3 Liaise with the Association's insurers and ensure the adequacy of the Association's insurance policies.

4.0 Health & Safety

The Finance Director will:

- 4.1 Ensure the Association achieves the highest standards of Health & Safety in all its functions.
- 4.2 Ensure that Glen Oaks Housing Association meets its statutory obligations and operates properly within the law.



5.0 Financial

The Finance Director will:

- 5.1 Ensure the Association's financial affairs are properly managed and controlled and that effective financial strategies are in place for supporting and sustaining all of Glen Oaks Housing Association's functions.
- 5.2 Identify possible sources of funding and negotiating such funding with local authorities and other appropriate agencies.
- 5.3 Ensure that Glen Oaks Housing Association meets its statutory and regulatory obligations and operates properly within the law.
- 5.4 Ensure preparation of financial statements and annual returns in accordance with statutory requirements and recognised good practice, and in liaison with the Association's auditors.
- 5.5 In liaison with the Corporate Management Team, prepare annual budgets and financial plans for all of the Association's business.
- 5.6 Monitor performance against budget through production of management accounts and other reports as required and advise on action to be taken.
- 5.7 Monitor cash flow and produce appropriate reports and advice to allow control of expenditure by budget holders.
- 5.8 Develop, monitor and report on the Association's Treasury Management Strategy,
- 5.9 Ensure that the Association meets its existing and future loan covenants and has sufficient financial resources to meet long-term business planning requirements, including the effective and timely negotiation of funding agreements.
- 5.10 Develop and recommend Investment strategies and manage cash flows to the maximum advantage of the Association.
- 5.11 Liaise with auditors, bankers, insurers, treasury advisors, legal advisors, HMRC, OSCR, SHR and other relevant bodies.
- 5.12 Direct and support the Finance staff in the efficient delivery of all finance duties.

6.0 Staff Management

The Finance Director will:

- 6.1 Lead and manage the staff team within the Finance and ICT departments and ensure effective communication with all staff in the departments.
- 6.2 Develop and make recommendations on the structure of the Finance and ICT departments, staff complement and job descriptions.
- 6.3 Ensure there are effective recruitment and induction processes in place.
- 6.4 Encourage staff development through regular one-to-one meetings.
- 6.5 Ensure high quality of staff performance through establishing indicators and targets and monitoring these.
- 6.6 Establish and review all financial systems to ensure the smooth and efficient operation of the department.
- 6.7 Deal quickly and appropriately with internal conflict and poor performance in line with the Association's policies and procedures.
- 6.8 Uphold the Association's commitment to diversity and equal opportunities. Ensure that equalities are reflected in all policies and are followed by staff in every aspect of their work, including the work of contractors and consultants.

7.0 Corporate Management

The Finance Director will:

- 7.1 Work closely with the Chief Executive Officer, taking a financial overview of all of the Association's activities and advise on direction, policy, strategy and operational matters from a financial perspective.
- 7.2 Attend and make an effective contribution to Corporate Management Team (CMT) meetings. This includes participation in the planning and management tasks of the CMT.
- 7.3 Keep up to date on legislation and good financial practice and advise the Association on any required changes.
- 7.4 Lead or contribute to ad hoc interdepartmental working groups and project teams.

8.0 ICT

The Finance Director will:

- 8.1 Direct the strategic approach to the provision of ICT systems through the production of an annual ICT strategy and support the ICT staff in its delivery.
- 8.2 Have systems in place (and staff appropriately trained) which adequately protect the security of data and systems and to maintain the Association's Business Continuity Plan.
- 8.3 Ensure the effective operation of the Association's integrated ICT System.
- 8.4 Direct ICT resources and staff in the delivery of the Association's Digital Strategy.
- 8.5 In liaison with other senior staff, arrange for adequate staff training to ensure efficient and cost-effective use of the system.
- 8.6 Authorise and supervise the use of other computer software in the Finance and ICT sections.

9.0 Other

The Finance Director will:

- 9.1 Identify and manage risk in the Finance and ICT functions.
- 9.2 Attend training events and conferences as appropriate.
- 9.3 Participate in the activities of the wider voluntary housing movement.
- 9.4 Effectively participate and contribute to the broader aims of the Association at all external meetings.
- 9.5 Undertake any other duties which may be required in line with the needs and objectives of the Association's business.

Person Specification

Finance Director, reporting to Chief Executive Officer

Criteria	Essential	Desirable
Skills & Qualities		
Excellent leadership, ability to develop, motivate, and inspire staff and teams	*	
Strategic thinker with the ability to inspire others to deliver the strategic vision	*	
Ability to interpret and analyse complex data, review alternative solutions and reach well-informed conclusions	*	
Strong verbal reasoning, presentation and written communication skills	*	
Strong negotiating and Influencing skills	*	
Ability to plan and prioritise effectively, in order to achieve demanding personal and team targets and deadlines	*	
Excellent people skills - able to relate to a wide range of people at all levels.	*	
Experience & Knowledge		
Substantial experience at Senior Management/Director level within an organisation of relevant size and complexity	*	
Experience with a successful Registered Social Landlord or housing-related organisation		*
Experience in formulating and implementing strategy and options appraisals and delivering results	*	
Commercial acumen and innovation in delivering projects		*
A good understanding of issues relating to the development of ICT strategies		*
Experience of developing and implementing systems that enhance control and support business operations	*	

Significant experience of working effectively with Board or committee structures including experience of writing and presenting reports and strategies	*	
Significant experience of business planning, long-term financial plans and budgeting	*	
Experience of Risk Management	*	
Significant experience and understanding of corporate governance	*	
Demonstrable evidence of leading innovation in a comparable organisation	*	
Significant experience of delivering performance improvement	*	
Ability to communicate financial concepts and performance information to both financial and non-financial audiences	*	
An understanding of the Housing Association grant and funding regime		*
Significant experience of managing budgets, reporting on financial performance with appropriate variance commentary and identifying corrective actions where necessary	*	
Experience of the BRIXX planning model		*
Experience of undertaking investment appraisals using DCF, cost benefit analysis and other techniques	*	
Significant experience in all Treasury activities ranging from preparing an annual Treasury Strategy to overseeing its implementation, including the raising of long-term funding	*	
Experience of managing relationships with lenders and ensuring compliance with the terms of the associated loan agreements	*	
Experience of reviewing the financial control environment identifying where weakness may exist and implementing improved controls	*	
Experience of reviewing operational processes so as to improve value for money	*	
Experience of undertaking the annual audited Financial Statements process and liaising with the External Auditor	*	

Experience of implementing changes associated with External and Internal Auditor recommendations	*	
Experience of contributing to financial and non-financial ICT systems strategy, development and implementation	*	
Qualifications		
Membership of a recognised professional accountancy body (CCAB)	*	
Management and/or degree level qualification	*	
Other Requirements		
Availability to attend evening and weekend meetings	*	
Resilience and stamina required to fulfil a demanding and high-profile position	*	
Full UK Driving Licence		*



Summary Terms

Post:	Finance Director
Salary:	EVH Grade 9, SM13-15, £77,083 - £80,603
Contract Duration:	Permanent
Hours:	35 hours per week
Place of Work:	3 Kilmuir Drive, Arden, G46 8BW, or any other location required to carry out the duties (all staff currently have access to hybrid working)
Holiday Entitlement:	40 days per annum (including 15 public holidays)
Sickness Benefit Scheme:	As per EVH Terms and Conditions
Pension:	SHAPS Defined Contribution Scheme (employee contribution minimum 5%, employer contribution 10%), plus salary sacrifice option
Notice Period:	3 months
Salary Payment Date:	27th of each month
Additional benefits:	<i>Agile Working</i> – flexible hours, compressed hours, home working <i>Family Friendly</i> – enhanced family leave <i>Learning & Development</i> – training opportunities, professional membership fees paid <i>Health & Wellbeing</i> – enhanced sick pay, discounted health services, employee counselling

How to Apply

Please read the Role Description and Personal Specification carefully to ensure that you are clear about the job and its requirements.

We ask candidates applying for a post with us to submit a CV with a cover letter to **HR@glenoaks.org.uk**

CV:

This should be concise (no more than 2 sides of A4) and include your current salary. Your CV should summarise your education and work history, and detail the skills, experience and knowledge you have that relate to the post you are applying for.

Please ensure your information is relevant by:

- Checking your CV is up to date, including dates of employment with reasons for any breaks in your career
- Highlight the skills and experience relevant to the role you are applying for (please avoid sending a generic CV)
- Provide details of your education, employment history and voluntary experience

Cover Letter:

This should complement your CV, outlining how you meet the essential criteria for the role (please see pages 10-12). This is your opportunity to tell us more about your personality and how you will fit in with our culture and values. So, tell us about you - the cover letter should highlight your personal qualities like motivation, work ethic and teamwork skills.

Referees:

Please include the details of 2 referees in your submission. We will not approach either of your referees without your consent.

Equality and Diversity Monitoring Form:

We have included a form and would be grateful if you could complete this and return it with your application.

The closing date for applications is Thursday 12 November 2026 at 12 noon
Interviews will take place on Thursday 26 November 2026

We hope this information is useful and we wish you all the best with your application.