# Recruitment pack

## Director of Finance, IT & Corporate Services

## May 2022

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# Welcome

Thank you for your interest in the opportunity to lead the Finance, IT and Corporate Services function at Thenue Housing.

It's an exciting time to join Thenue and we are seeking an individual with the character, experience, aptitude, energy and enthusiasm to help drive us forward. We are committed to developing, managing and maintaining a range of affordable quality housing in sustainable communities. Working with our people we aim to improve all our services and grow deep community roots. Our core values, (passion, excellence, respect and connection), help us all focus on working together, creating better homes and stronger communities…making people happy. We believe in retaining our community-controlled ethos, creating communities where people want to live. Equally we are committed to retaining our social purpose.

This position is a critical leadership role within the Thenue Group. Reporting directly to myself, you will be responsible for all Finance, IT and Corporate Services matters. But the post offers a lot more to the successful candidate, as you will work closely with the other two Executive Team Members to ensure the delivery of our vison, our values and our strategic objectives through leadership skills across the Group of companies.

Thenue is a great place to work, and we are genuinely proud of our team. We are an Investor in People Platinum accredited organisation. Our staff always go the extra mile. We are 100% customer focused. Our staff survey consistently produces higher than average sector responses across all aspects of staff engagement. Our aim is to be a first-class organisation that predominantly delivers housing related services to a range of customers and to work with those customers and strategic partners to help to develop communities for us all to be proud of. The successful applicant will have the drive and enthusiasm to help us succeed in this goal.

If you would like an informal chat about the role, or if you have any questions, please contact Nigel Fortnum, Mike Orr or David Currie at Aspen People, on 0141 212 7555. If required they may be able to arrange a discussion with me if that would be helpful.

We look forward to hearing from you.

**Gary Naylor**
**Chief Executive**

# About Thenue

## Overview

Thenue Housing Association Ltd is a Registered Social Landlord (RSL) and was formed in 1979. We have a stock base of 3,000 properties; we own 23 supported housing properties, have around 80 sharing owners and offer a factoring service to 766 owner occupiers. Our housing stock is a mixture of new build houses and flats built between the late 1970s and the present day, Victorian sandstone tenements including a few listed buildings and 1930s 'interwar' flats. They are spread across several locations in Glasgow including Bridgeton, Calton, Cranhill, Castlemilk, Dalmarnock, Scotstoun, Baillieston and Blackhill.

All our staff are based in the registered office at 423 London Road. We have two Community Centres, (Calton Heritage & Learning Centre and Netherholm Community Hall), which are managed through our subsidiary Thenue Communities. We employ 73 members of staff and have Group turnover of over £17.3 million.

We operate a group structure: -

**Thenue Housing Association Limited:** owns the housing, is the parent body with charitable status. Regulated by the Scottish Housing Regulator.

**Thenue Housing Services Limited**: a wholly owned subsidiary company through which non-charitable consultancy work and other housing related activities are channelled.

**Thenue Trust**: aims to attract charitable resources for the communities where we work.

**Thenue Communities:** a charitable subsidiary company that manages our two local community centres providing facilities for learning, training, play or social events.

## Background to the post

Our recent Director of Finance, Lesley-Anne, has decided to take up a new challenge in a different sector. However, during her time with us she had a positive impact and worked effectively as a key member of the Executive Team.

We are seeking an experienced and highly motivated individual to step into the role. Overall, you will be responsible for all our financially driven outcomes across the Thenue Group, and the activities relating to this core function will form the significant part of the workload associated with this post.

## The Thenue Group

Thenue Housing Association Limited is a registered non-profit making organisation under the Co-operative and Community Benefit Societies Act 2014. The Association is a registered Scottish Charity. The Thenue Group comprises Thenue Housing Association Ltd (the parent) and its subsidiary companies, Thenue Housing Services Limited, Thenue Communities and Thenue Trust. The consolidated statement of comprehensive income for the year, (from latest accounts), was £17.8 million: over £17 million of this relates to the housing association, (the Parent), and thus we are able to demonstrate the relatively small scale of the subsidiary companies. This is shown below: -

| | Thenue Communities | Thenue Services | Thenue Trust |
|---|---|---|---|
| **Income** | **£227,456** | **£0** | **£0** |
| **Expenditure** | **£199,950** | **£0** | **£0** |
| **Surplus/(Deficit)** | **£27,506** | **£0** | **£0** |
| **Cumulative Reserves** | **£316,067** | **£50,884** | **£6,398** |

**Thenue Housing Services** was established as a non-charitable wholly owned subsidiary of the Housing Association. Established in 1979, its primary purpose was to provide services to other associations and co-operatives which were either too small to employ their own staff or were newly established and had yet to employ staff. We also provided services to associations undergoing a period of change by the provision of experienced staff, providing a range of services from Officer to Director level. Over the years, we have continued to provide services to a wide range of housing associations; in addition to this core business, we have provided independent advice to tenants, project management consultancy and training and independent governance advice.

**Thenue Trust** was established in February of 2002, under Trust Deed. The purpose of the Trust is to promote further, or support all or any, activities deemed by law to be charitable. The Thenue Trust provides grant support for individuals living within the communities where Thenue Housing operates in the furtherance of their personal achievement or personal development. These grants are designed to provide financial assistance to support local people in the achievement of excellence and personal development in areas such as, (but not limited to), education, employment, training, sport and the arts.

**Thenue Communities** is a wholly owned subsidiary of Thenue Housing Association. It is a limited liability company with charitable status: the charitable objectives are: -

- To provide recreational facilities and to organise recreational activities with the object of improving the conditions of the life for persons within the communities and geographical area in which the parent association operates, particularly through the development and operation of the community halls.
- To promote the advancement of citizenship and community development particularly through the promotion of civic responsibility.
- The advancement of education through the promotion of training and education.

The objectives generally are achieved via two community centres (Calton Heritage & Learning Centre and Netherholm Community Hall). Hiring out space during the Coronavirus pandemic has been difficult but Thenue Communities has adapted to deliver more Covid-19 recovery works and has attracted enough funding to generate a small surplus at year end. As restrictions lift, we are returning to our core objectives and the letting of rooms has returned to 80% of pre pandemic levels.

**Thenue Housing Association**

Our overall anticipated financial picture for the current financial year is shown below:

| Budget for the year to 31 March 2023 | £ million |
|---|---|
| Income | £17.986 |
| Expenditure | £14.186 |
| Operating surplus | £3.799 |
| Less non-operating costs, (net interest, goodwill) | £1.893 |
| Projected surplus for the year | £1.922 |

Our medium-term financial plan covers the five-year period from April 2022 to March 2027. The budget projections include our key assumptions, a summary Income and Expenditure account, Balance Sheet, Cash flow and key measures of financial performance, including lenders financial covenants. We review our Business Plan annually. The exercise includes a review of key budget assumptions. The forecasts together with the underlying assumptions are reviewed by the Executive Team. Last year's business plan has been updated to take into account a number of routine changes such as changes in inflation and changes in stock numbers. Other areas of the forecasts such as bad debt levels, voids, repair expenditure and office running costs have been reviewed and where appropriate adjusted in the short term to reflect the impact of the Covid pandemic on these areas.

We have business wide financial covenants with our main lender only, The Royal Bank of Scotland (RBS). The 2022 plan confirms the association satisfying the lenders covenants throughout the period of the plan. The stock specific covenant with The Housing Finance Corporation, (THFC), is also comfortably satisfied throughout the period of the plan. The Board of Management monitor performance against lenders financial covenants as part of the quarterly management accounts

Future forecasts show a positive cash position throughout with a minimum cash balance over the next five years of £3.042 million. The association's key measures of financial performance show satisfactory levels of interest cover in the period; borrowings remain comfortably below the 45% maximum permitted under our main lenders covenant; overall debt remains at an affordable level for the association with all borrowings being repaid by year 25 of the plan; liquidity remains strong as demonstrated by the current ratio. We monitor our financial performance against a suite of performance indicators on a quarterly basis throughout the year as part of our management accounts.

In determining whether the base Business Plan is affordable i.e., capable of repaying loan funding and able to meet expenditure commitments and cover financing costs then the following three indicators provide a meaningful guide:

- All borrowing is repaid by year 25 and therefore within the 30-year period. The existing borrowing facilities in place with Royal Bank of Scotland, Nationwide and The Housing Finance Corporation will be sufficient at this time to support the business. In order to provide sufficient borrowing headroom during the ongoing development programme and to allow capacity for additional new build projects, a new revolver facility with RBS was agreed in April 2020 for £10 million. The Plan assumes £7 million of this facility is drawn by 31 March 2024 and subsequently converted to a 20-year term loan by April 2025.
- Cash flow remains positive throughout. The base Business Plan generates a positive net cash flow over the next 5 years and remains positive throughout the remainder of the 30-year plan.
- Lenders covenants are satisfied throughout the period of the plan.

We revise our long-term financial forecasts each year as part of our general approach to business planning and budget setting. The base model business plan is updated to incorporate all the revised assumptions set out previously within the plan. Only by looking to the longer term however can the

association assess its ability to repay loan debt, invest in the ongoing maintenance of the housing stock, assess the impact of changes in key assumptions and risks on the business as a whole, and demonstrate long-term viability. The business plan is also submitted to our main lender each year by the end of June as a condition of our loan agreement with the bank.

## IT and Corporate Services

We are fortunate at Thenue to have two accomplished and self-sufficient Managers, that each separately manage the IT function and our Corporate Services Team. Our Director of Finance is the line manager of both managers, who in turn manage teams collectively comprising six individuals. The actual finance function is managed by our Finance Manager, who in turn line manages a team of five people.

Our Director of Finance is not required to be exceptionally proficient in either IT systems or Corporate Services. They are however expected to understand how these two parts of our organisation help form the oil that keeps the whole organisation well lubricated, efficient and effective. Our Director of Finance offers support, motivation and direction to these teams when appropriate.

## Scottish Housing Regulator.

In 2014, after the successful completion and resultant acquisition of 200 houses in Dalmarnock, in part of what was the athletes' village, the Scottish Housing Regulator's engagement relationship with Thenue was reduced from 'medium' to 'low'.

Having lodged our 2021 assurance statement, the only submissions required to be lodged with the Scottish Housing Regulator this year are: -

1. Annual Return on the Charter and the Annual Return on the Energy Efficiency Standard by 31 May 2022,
2. Loan Portfolio (annual return) and Five-Year Financial Projections by 31 May 2022.
3. Annual Accounts by 30 September 2022.
4. Annual Assurance Statement by 31 October 2022.

# Thenue Housing Association Ltd

**Regulatory Status: Compliant**

**Thenue Housing Association Ltd (Thenue) meets regulatory requirements, including the Standards of Governance & Financial Management.**

We don't require any further assurance from Thenue at this point in time other than the annual regulatory returns required from all RSLs.

**Regulatory returns**
Thenue must provide us with the following annual regulatory returns and alert us to notifiable events as appropriate:

- Annual Assurance Statement;
- audited financial statements and external auditor's management letter;
- loan portfolio return;
- five year financial projections; and
- Annual Return on the Charter.

It should also notify us of any material changes to its Annual Assurance Statement, and any tenant and resident safety matter which has been reported to or is being investigated by the Health and Safety Executive or reports from regulatory or statutory authorities or insurance providers, relating to safety concerns

Read more about Thenue

**Our lead officer for Thenue Housing Association Ltd is:**

**Name:** Dean Reynolds, Regulation Manager
**Address:** Buchanan House, 58 Port Dundas Road, Glasgow G4 0HF
**Telephone:** 0141 242 0276
**Email:** Dean.Reynolds@shr.gov.scot

## Finally…

This briefing pack is designed to give both a flavour and a picture of both the organisation and the qualities that we are seeking to appoint as our new Director of Finance. For more information, please take the time to have a look around our website. It is constantly evolving and you will be able to find more information about everything we do.

At this stage it is not our intention to offer any further specific written information relating to this opportunity. We do however plan to release more finance specific information to individuals that are asked to participate in the final round of interviews.

Over the last few months we have developed a temporary hybrid way of working which on average will see staff being based in the office around 40% of their time and at home around 60% of their time. Our attention has now turned to develop a more permanent hybrid or flexible working policy and framework involving consultation with our staff and our service users. The intention is to launch this later in the summer, helping to improve service delivery and achieve an improved work/life balance for our staff.

# The Executive Team

### Gary Naylor. Chief Executive and Company Secretary

Gary was appointed Head of Housing Community Services in March 2020 and has worked in the housing sector for nearly 20 years. Gary has previously worked as a Regional Manager for Neighbourhoods at Irwell Valley Housing Association and as Head of Repairs for Peaks and Plains Housing Trust. Gary began his career as a Housing Officer for Wigan Council. Following the retirement of our previous Chief Executive, Charles Turner after 17 years, Gary became our new Chief Executive in April 2022.

**Qualifications:** BA in Human Geography, Nat Cert CIH

### Eleanor Derbyshire, Director of Property Services.

As Director of Property Services, Eleanor has been with Thenue since February 2019, initially being our Property Services Manager. Prior to joining Thenue Eleanor spent 20 years with the Sanctuary Group, ultimately being responsible for programming and implementing the Group's development programme in Scotland. Like many housing professionals in Scotland, her career started with Scotland's national housing agency, Scottish Homes, which was abolished back in 1989. Being Director of Property Services, Eleanor is responsible for the single largest proportion of Thenue's procurement, expenditure and capital investment.

**Qualifications:** MBA in Business Administration.

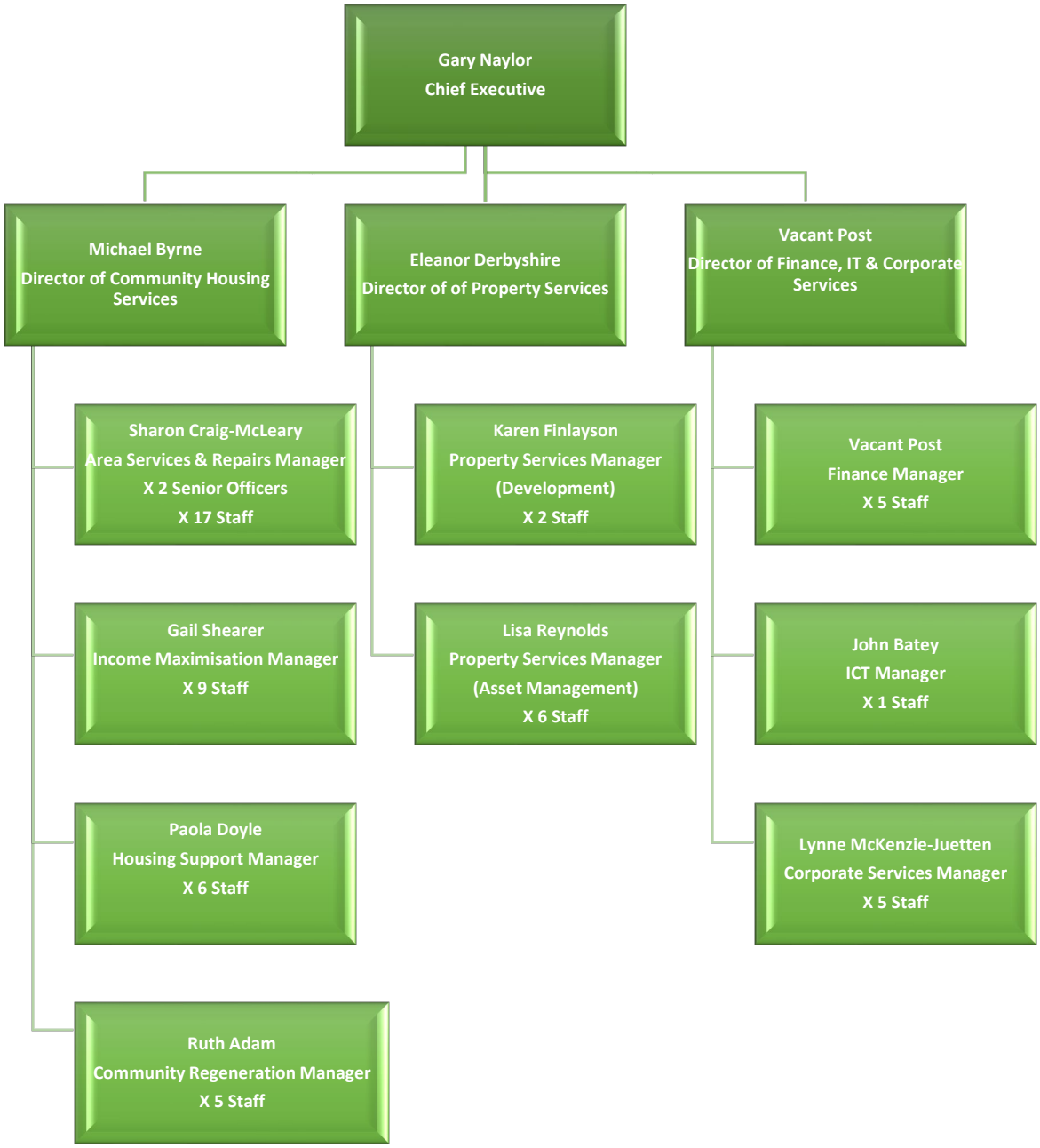
### Michael Byrne, Director of Community Housing Services

Michael was appointed Director of Housing Community Services in April 2022, following the promotion of Gary Naylor to Chief Executive. Michael has wealth of experience from a career spanning over 30 years within the housing sector and is delighted to be joining us as Director of Community Housing Services. Michael has previously worked as the Director of Housing at Tollcross Housing Association until 2019. Following this, he was the CEO of Lived Experience Trauma Support Ltd for 3 years until earlier this year, helping to change workplace culture towards Mental Health.

**Qualifications:** HNC Business Studies, Diploma in Housing & Urban Studies, SVQ Health & Social Care.

# The Team Structure

## Executive Team & Operational Managers



# Job description

| Purpose and scope |
|---|
| **A member of the Executive Team, ensuring the delivery of Thenue's vision, values and strategic objectives - providing effective leadership so that we are a first-class housing organisation that works with customers to develop communities to be proud of.**<br><br>**Responsible for the effective leadership and performance of the Finance, IT & Corporate Services Departments take responsibility for the accounts function and financial control of the Thenue Group and to make an effective contribution to corporate planning and management. Supervise the effective use of an integrated IT system. Contribute effectively to corporate planning and management.** |

| Key relationships | |
|---|---|
| **Reports to** | Chief Executive |
| **External** | • Main lenders, financial institutions, professional treasury management organisations and fiduciary contacts and consultants.<br>• Key influential organisations, (e.g., SFHA, West of Scotland Forum, CIH, G8 Benchmarking Group), and individuals, (e.g., Elected members, SMP's, MP's). |
| **Internal** | • The Executive Team<br>• Thenue Board of Management<br>• The Finance, Corporate and IT Services team<br>• The wider staff group at Thenue |

| Job outline | Responsibilities and tasks |
|---|---|
| **Finance function** | 1. 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.<br>2. In liaison with the Executive Team, preparation of annual budgets and business plans for all the association's business.<br>3. Undertake long term financial planning and modelling for the annual business plan.<br>4. Monitoring performance against budget through production of management accounts and other reports as required, advising on action to be taken.<br>5. Monitoring cash flow and producing appropriate reports and advice to allow control of expenditure by budget holders.<br>6. Present an annual treasury management strategy to the Board for approval.<br>7. Undertake and oversee all treasury management activities including the raising of long-term funding.<br>8. Ensuring compliance with lenders' reporting and covenant requirements and reporting regularly on these. |

| | |
|---|---|
| | 9. Developing and recommending investment strategies and managing cash flows to the maximum advantage of the association.<br>10. Undertake financial appraisals of new projects and initiatives using techniques such as discounted cash flow, (DCF), methodology, payback, cost benefit analysis, sensitivity analysis, etc. Assess and report on the effect of new projects and initiatives on the association's overall financial wellbeing.<br>11. Ensure the association maximises value for money, quality and cost efficiencies in all its activities. |
| **Staff management** | 1. Lead and manage the staff team within the Finance, IT & Corporate Services departments, and communicate with all staff in the department.<br>2. Management responsibility for the total output of the department.<br>3. Developing and making recommendations on the structure of the department, staff complement and job descriptions.<br>4. Recruitment, induction, and supervision of staff; encouragement of staff development through staff appraisal, training plans, appropriate education and attention to staff welfare.<br>5. Ensuring high quality of staff performance through establishing performance standards, indicators and targets and monitoring these.<br>6. Establishing and reviewing all financial systems to ensure the smooth and efficient operation of the section. |
| **Corporate management** | 1. Working closely with the Chief Executive, take a financial overview of all Thenue's activities and advise on direction, policy, strategy and operational matters from a financial perspective.<br>2. Attending and making an effective contribution to Executive Team meetings; participation in the planning and management tasks of the Team, including the Business Plan.<br>3. Keeping up to date on legislation and good financial practice and advising the Association on any required changes.<br>4. Lead or contribute to ad hoc interdepartmental working groups and project teams.<br>5. Co-ordinate the Internal Audit Function. |
| **Governance structure** | 1. Advising the Board of Management on financial policy and strategies for achieving viability, value for money and the minimisation of financial risk.<br>2. Advice when necessary, to Group subsidiary companies.<br>3. Attending and servicing as appropriate the Staffing Committee and Audit & Risk Committee (or equivalent).<br>4. Ensuring the production of good quality reports, understandable by board members without a finance background, for information and decision-making. |
| **Information Technology** | 1. Ensuring the effective operation of our integrated IT system.<br>2. Ensuring a planned and strategic approach is taken to the provision of IT systems through the production of an annual report on IT strategy.<br>3. Ensuring appropriate maintenance and updating of the system.<br>4. In liaison with other senior staff, arranging for adequate staff training to ensure efficient and cost-effective use of the system.<br>5. Ensure systems are in place which adequately protect the security of financial data and IT systems including the association's own disaster recovery plan. |
| **Corporate services** | 1. Line manage the Corporate Services Manager.<br>2. Support the Corporate Services Manager in ensuring the provision of a responsive and quality administrative support service to all departments and functions. |

| | |
|---|---|
| **General** | 1. Identify and manage risk in the finance, IT, and corporate services functions in line with Thenue's policy on risk management.<br>2. Support the Finance Manager in overseeing the duties of the Factoring Officer, ensuring the production of appropriate performance reports for the Board of Management and Executive Team.<br>3. Attendance at finance forums, training events and conferences as appropriate.<br>4. Participation in the activities of the wider voluntary housing movement.<br>5. Preparation of ad hoc reports on financial or management matters.<br>6. Any other tasks that might from time to time be required in line with the needs and objectives of the Thenue Group's business. |

# Person specification

| Knowledge & Experience | |
|---|---|
| **Essential** | • Substantial experience at Senior Management level within an organisation of relevant size and complexity.<br>• Experience of working effectively with Board, Committee or Group structures including experience of writing and presenting appropriate reports.<br>• Significant experience of business planning and risk management.<br>• Demonstrable evidence of leading innovation in a comparable organisation.<br>• Understanding and experience of delivering performance improvement.<br>• Ability to communicate financial concepts and performance information to both financial and non-financial audiences.<br>• Significant experience of managing budgets, reporting on financial performance with appropriate variance commentary and identifying corrective actions where necessary.<br>• Significant experience in all treasury activities ranging from preparing an annual treasury strategy to overseeing its implementation including the raising of long-term funding.<br>• Experience of managing relationships with lenders and ensuring compliance with the terms of the associated loan agreements.<br>• Experience of reviewing the financial control environment identifying where weakness may exist and implementing improved controls.<br>• Experience of reviewing operational processes to improve value for money.<br>• Experience of undertaking the annual audited financial statements process and liaising with the external auditor.<br>• Experience in formulating and implementing strategy and options appraisals and delivering results.<br>• Experience of contributing to IT systems strategy, development and implementation.<br>• Experience of undertaking investment appraisals using DCF, payback, cost benefit analysis and other techniques.<br>• Experience of implementing changes associated with external and internal auditor recommendations.<br>• Use of skill, knowledge and aptitude within a small team of peers.<br>• Proven experience of managing, leading and motivating staff through change. |
| **Desirable** | • Experience with a successful Registered Social Landlord or housing related organisation.<br>• Understanding of the Housing Association grant and funding regime.<br>• Experience of the BRIXX financial modelling tool.<br>• Awareness of the sectors regulatory and governance requirements.<br>• Experience in the ‘not for profit’ or public sector environment.<br>• Experience and understanding role of corporate governance and services. |

| Skills and abilities | |
|---|---|
| **Essential** | • Excellent leadership, ability to develop, motivate, and inspire staff and teams.<br>• Strategic thinker with the ability to inspire others to deliver the strategic vision.<br>• Ability to interpret and analyse complex data, review alternative solutions and reach well informed conclusions.<br>• Strong verbal reasoning, presentation and written communication skills.<br>• Strong negotiating and Influencing skills.<br>• Ability to plan and prioritise effectively, in order to achieve demanding personal and team targets and deadlines.<br>• Excellent people skills – able to relate to a wide range of people at all levels.<br>• Be flexible and adaptable and be able to work under pressure.<br>• Be flexible in approach to working hours.<br>• Be able to cope calmly with competing demands.<br>• Leads by example, is trusted, motivational and inspiring.<br>• Lives our values and behaviours; actively demonstrates humility and integrity.<br>• Communicates succinctly and without ambiguity.<br>• Personal resilience with a tough mind who can work under pressure, at pace.<br>• Understanding of how good IT support can add to overall organisational efficiencies. |
| **Desirable** | • Evidence of leading a budgeting process.<br>• Previous role as key organisational contact with Internal Auditor.<br>• Understanding of 'Group' accounting |

| Education, qualifications and circumstances | |
|---|---|
| **Essential** | • Educated to degree level or equivalent.<br>• Membership of recognised professional accountancy body, e.g., ACCA, CIPFA.<br>• Competent in the use of Microsoft Office products, including Word, Excel, and PowerPoint to an 'intermediate' level.<br>• Resilience and stamina required to fulfil a demanding and high-profile role.<br>• Demonstration of continual and effective personal development.<br>• Highly professional, with integrity, high personal standards and honesty.<br>• Willingness to work flexibly to meet the different needs of customers, Board members and the communities within which we work.<br>• Availability to attend evening and weekend meetings. |
| **Desirable** | • Access to own vehicle for occasional business use.<br>• Current driving licence.<br>• Committed to strong customer service. |

# Summary employment terms & conditions of service

Thenue offers an attractive rewards package in accordance with EVH terms and conditions including:

| | |
|---|---|
| **Duration** | The Director of Finance is being offered as a permanent contract, 35 hours per week. |
| **Salary** | The pay band range for the post is EVH Grade 9 (SM14 to SM16) £64,656 to £67,543 per annum. |
| **Holidays** | Annual leave is 25 days plus 15 public holidays per annum. |
| **Work/Life Balance** | Thenue promotes a work/life balance in relation to working hours. Our standard working week is 35 hours, and we operate a flexible working policy where variations to the normal working day may be agreed in advance without it compromising our service delivery. |
| **Pensions Scheme** | Thenue provides a Defined Contribution Pension Scheme through the Scottish Housing Association Pension Scheme (SHAPS). The current contribution rate is 9%; split 6%:3%; employer: employee. Life cover is paid by the association in addition to the main pension contribution, resulting in an overall contribution rate of 9.45%. Automatic enrolment into the pension scheme we provide is necessary; however, you may opt out if you wish. If you do, we are required to enrol you again every three years. Additional voluntary contributions can be made. |
| **Professional Fees** | Thenue will reimburse one set of annual fees paid by employees for membership of professional institutions when such membership is directly relevant to the work of Thenue. |
| **Prescribed Spectacles** | Thenue will contribute £99.13 towards the cost of prescribed spectacles. |
| **Cycle to Work** | Thenue participates in the Government's 'cycle to work' scheme to promote healthier journeys and to reduce environmental pollution. |

Privacy Policy

# Key dates and selection process

## Application

We trust that you have found the information in this recruitment pack both useful and informative. If you wish a confidential discussion on any aspects of this position, then please contact Nigel Fortnum, Mike Orr or David Currie at our recruitment partners, Aspen People, on 0141 212 7555. To apply, **please upload a comprehensive submission via https://jobs.aspenpeople.co.uk which should include:**

- Your up-to-date concise CV, including your current salary, (no more than two sides of A4).
- A supporting statement - indicating how you meet the criteria and competencies for the role, (no more than two sides of A4).
- Include in your submission the details of two referees, neither of which will we approach without your consent.
- A completed equality and diversity monitoring form – this can be downloaded from **here** – please email this separately to Katy Gall – kgall@aspenpeople.co.uk

Applicants will be shortlisted for interview by matching the details given on their CV and supporting documents against the Job description and Person specification. We would therefore ask applicants to provide clear evidence to show how your experience, skills and knowledge match those requirements.

## Process

Provided below note of the critical dates which will help you plan your diary.

**Closing date:** Wednesday 6th July

**Longlist interviews:** Monday 25th July

**Shortlist interviews:** Monday 1st August

**We would like the successful candidate to be able to attend the final interview stage for the Finance Manager position which will take place on Friday 5th August.**

The selection panel for shortlist interviews will comprise:

- Pauline Casey, Chair of the Board of Management
- Derek Quinn, Board member
- Maureen Dowden, Chair of Staffing Sub-Committee
- Gary Naylor, Chief Executive

Nigel Fortnum, Director of Aspen People, will be present at the interviews.

To make sure that the process is transparent, and the appointment is made on merit, the selection panel will declare if they know anyone who has applied for this position. Where an applicant and selection panel member have a close relationship the selection panel chair, in conjunction with our advisors at Aspen People, may decide that a selection panel member should not be involved in the

assessment of the applicant concerned and may ask the selection panel member to take no further part in the process. You will be asked to let us know in your application if and how you know any of these selection panel members. This will help us to come to a view on the appropriateness of your being assessed by one or more of them.