



Local Needs, Local Solutions, Local Services

Our ref: MM/ps
Date as Postmark

Dear Applicant

Position: Senior Finance Officer
Closing Date: 22nd September 2011 at 12 noon
Interview Date: 30th September 2011

Thank you for your enquiry in respect of the above post and I enclose an Application form together with supporting documentation.

If you wish to be considered for this position, please note the closing date for receipt of applications.

Yours faithfully

Pat Simpson
Team Assistant - Personnel



Local Needs, Local Solutions, Local Services

A Brief Description

Christian Action (Enfield) Housing Association was established in 1966 by a group of local Christians who were concerned about the plight of homeless people. Our first home was in Winchmore Hill and was purchased to provide homes for single parent families. We have recently moved to new offices at Enfield Island Village.

We welcome people from all backgrounds, and from any faith, to our committees, to our staff and to our homes.

We work in four North London Boroughs: Barnet, Enfield, Haringey, and Waltham Forest. We manage over 1,400 homes and have assets (at cost) of over £92 million.

We now have a diverse range of housing activities, each catering for a particular local need. Almost one third of our households include people above retirement age, we manage five sheltered housing schemes for rent, and one leasehold sheltered housing scheme. Most of our homes are for families or couples and have either been newly built in small estates or are street properties which have been purchased and rehabilitated and/or converted. We have also developed Single Homeless Project where we lease property from private landlords and provide supported homes and life skills training to vulnerable single homeless people. Our Enfield Foyer in Fore Street, Edmonton, has expanded our work with young single people.

We work in close partnership with local authorities to ensure that we continue to meet local needs. Partnerships are also important with other agencies and other housing associations. We will continue to be active partners in consortium developments where volume construction can keep down costs and ensure that more homes can be provided from increasingly restricted government grants. We have also helped smaller, special needs associations to obtain homes for those people with a special disadvantage

We have completed our first full year managing the Enfield Temporary Accommodation Play Project, with support from the National Lottery Charities Board. Four weekly sessions provide play facilities for children, health promotion support, advocacy and advice for homeless families in temporary accommodation. We hope to expand the scheme further in the near future.

Our local knowledge, close proximity of management staff to housing stock, and diversity of activity are features which combine to ensure that we will continue to be dynamic and successful local community based housing association.

Our voluntary Board members are drawn from the local communities and have a diverse range of skills and interests, united in their concern to provide affordable housing and high quality housing services to people in need. There are two formal committees: Property Services and Housing & Neighbourhood Services.

We currently have approximately 105 members of staff, including site based personnel.



Job Application Form for the position of **SENIOR FINANCE OFFICER (SFO 0911)**
Please complete all sections of this form, using black ink or typeface

PERSONAL DETAILS

Surname/family name: First name(s):.....

Title: Mr/Mrs/Ms.....

Address:

.....Post Code:

Tel. No. Work: Tel. No. Home:
(may we phone you with discretion at work? Y/N)

Work email: Home email:

Do you hold a current driving licence: Yes / No
 Do you have access to your own transport: Yes/No

Do you have any restrictions on your right to work or remain in the UK: Yes / No

Where did you hear of this vacancy:.....

EDUCATION AND QUALIFICATIONS

Please give any details of your secondary and further education:

Institution	What studied	Qualification and date obtained

Other relevant training, qualifications or membership of professional bodies:
Please note you may be required to provide proof of your qualifications and memberships

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer: Telephone:

Address:

Type of business: Date joined:

Leaving date (if appropriate): or notice required:

Reason for leaving or wanting to leave:

Present salary: Other benefits:

Current position: Date appointed to this:

Please give a brief description of your present job and your responsibilities:

PREVIOUS EMPLOYMENT

Please start with the most recent, and continue on a separate sheet if necessary

<u>Employer's name and address</u>	<u>Position held</u>	<u>Start date</u>	<u>Finish date</u>	<u>Reason for leaving</u>
<u>Employer's name and address</u>	<u>Position held</u>	<u>Start date</u>	<u>Finish date</u>	<u>Reason for leaving</u>

Any other relevant work experience such as voluntary work, placements etc.:

REFERENCES

Please provide two referees (neither of whom should be a personal partner or a relative). One should be your current or last employer. The other referee should be a previous employer. If you are a school leaver or have worked for only one employer the second referee should be a professional who can provide a reference on behalf of an organisation for whom you have worked voluntarily or else a professional who knows your educational or school record. Please note that CAHA reserves the right to contact any of your other employers subject to your consent.

Name:

Address:

Tel. No.

Referee's job title:

In what capacity do you know this person:

If necessary, may we take up this reference before interview? Y / N

Name:

Address:

Tel. No.

Referee's job title:

In what capacity do you know this person:

If necessary, may we take up this reference before interview? Y / N

SUPPORTING INFORMATION

Please describe your experience, skills and training relevant to the position and why you think you are suitable for appointment. *You may continue on a separate sheet if necessary:*

SUPPORTING INFORMATION (cont'd)

DECLARATIONS

Are you related to any member of our board of management or of our staff? Y / N
If yes, to whom?

(A relationship does not prevent the Association from considering you for employment but you must declare it)

All applicants applying for jobs at CAHA will have their criminal records checked and offer of a job will be dependent on the disclosure details. Our posts are exempted under the Rehabilitation of Offenders Act 1974 and subject to a CRB check. A copy of our CRB policy is available on request.

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Y / N

Consent notice and fair processing of information for application forms in accordance with the Data Protection Act 1998:

By signing and returning this application form, you consent to CAHA:

- Obtaining, keeping, using and producing information relating to your application for a job with the organisation for one year in order to consider whether to offer you any position, the terms on which to make such an offer, to answer any reasonable queries about the application and to monitor the recruitment process.
- Keeping for one year and processing information including details about disability and ethnic origin in order to enable CAHA to monitor equal opportunities and establish whether CAHA is attracting applicants representative of the population mix in the local community; also to enable CAHA to consider whether you require any reasonable adjustments to be made during the application process or, if offered a job, to assist in the performance of your duties.

Applicant's declaration:

All information given in this application is accurate and true to the best of my belief:

Signature

Date

Thank you for applying. Please note the following:

- We acknowledge all applications for employment.

- At any offer stage, we normally confirm a candidate's employment history with previous employers.
- Please return this form by the closing date to Mrs P Simpson, Christian Action Housing, Benedict House, 61 Island Centre Way, Enfield EN3 6GS.

DISCLOSURE OF CRIMINAL RECORDS AND POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

DISCLOSURE OF CRIMINAL RECORDS

Because CAHA works with vulnerable people, ranging from children to vulnerable adults, we have a special responsibility to ensure their safety. In order to do so CAHA is using an umbrella body – currently Care Check - to check with the Criminal Records Bureau (CRB) whether anyone who wants to work or volunteer for us has a criminal record.

All applicants applying for jobs at CAHA will have their criminal records checked through an Enhanced Disclosure and offer of a job will be dependent on the disclosure details.

Our posts are exempted under the rehabilitation of offenders act 1974 and subject to a CRB check.

EMPLOYMENT OF EX-OFFENDERS

CAHA complies with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. CAHA is committed to the fair treatment of its staff, potential staff or users of services regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. CAHA policy statement on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process. We select all candidates for interview based on their skills, qualifications and experience.

All application packs contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We encourage all applicants to provide details of their criminal record and other matters that might be relevant with their application on the confidential Criminal Convictions Declaration form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that those at CAHA who are involved in the recruitment process are suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

SECURE STORAGE AND USE OF DISCLOSURE INFORMATION

Care Check, the umbrella body which obtains disclosure information on behalf of CAHA, complies with the CRB Code of Practice and forwards the information to CAHA. CAHA keeps the disclosure forms for a period no longer than 6 months. At the end of that period the Disclosure Forms are destroyed and CAHA simply keeps on file the name of the person for whom the disclosure was obtained, the disclosure number and the date it was obtained.

CAHA complies with the Data Protection Act and other relevant legislation regarding the correct storage, retention and disposal of personnel records.

Disclosure information is only passed to those who are authorised to receive it in the course of their duties and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

ENTITLEMENT TO WORK IN THE UK

1) RIGHT TO WORK IN THE UK

DOCUMENTS TO BE SHOWN ON FIRST DAY OF EMPLOYMENT

Employers are required by law to check that all potential employees have the right to work in the UK. CAHA will not be able to offer you a job if you cannot provide for checking the documents listed below.

In order to be able to work for CAHA you should be able to provide the following:

- **One** of the original documents included in **List 1**, OR
- **Two** of the original documents in the combinations given in **List 2**

LIST 1

- Passport showing that the holder is a British citizen or has a right of abode in the UK
- A document – either passport or identity card - showing that the holder is a national of a European Economic Area country (1), a national from the countries who joined the European Union on 1 May 2004 (2), or a national from Switzerland
- A residence permit issued by the Home Office to a national from a EEA or EU country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a EEA or EU country or Switzerland who is resident in the UK
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work CAHA is offering if they do not have a work permit

1 Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, United Kingdom.

2 Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia. Nationals from these countries will also need to register with the Home Office with the help from CAHA. Also nationals from Cyprus and Malta who do not need to register from the Home Office.

- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

LIST 2

Two documents to be provided in each combination. In each combination the document A should be provided.

First Combination

- A. A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.

Plus one of the following document:

- B. A full birth certificate issued in the UK, which includes the names of the holder's parents; OR
- C. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- D. A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- E. A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- F. An immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has not time limit on their stay; OR
- G. A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and this allows them to do the type of work CAHA is offering; OR
- H. An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, and this allows them to do the type of work CAHA is offering.

Second Combination

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.

Plus one of the following document:

- B. A Passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
- C. A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.

If you want more information or have any query about any of the above please check the Home Office website on www.ind.homeoffice.gov.uk and/or contact Personnel at CAHA



JOB DESCRIPTION

POST: SENIOR FINANCE OFFICER

RESPONSIBLE TO: HEAD OF FINANCE SERVICES

OBJECTIVES OF THE POST:

1. To ensure that the Association's financial controls on the Nominal Ledger and Property Fixed Asset Register are maintained to a high standard and timely reporting of financial and management information is provided to the Head of Finance Services.
2. To ensure an effective accounting system and related processes for the Nominal Ledger and balance sheet.
3. To provide appropriate and timely information to the Head of Finance Services for completion of the financial and management accounting.
4. To carry out other duties as may be delegated by the Head of Finance Services.
5. To meet internal/external audit and ad hoc reporting requirements relating to financial aspects of the Finance Department.

KEY TASKS

1. Maintain all accounting related information regarding the upgrade and acquisition of new properties. Maintain grant received records, calculate capitalised interest and acquisition and development allowance per the Association's policies.
2. Preparation and monitoring of budgets.
3. Temporary Social Housing - prepare balance sheet reconciliations of grants received and building costs including amortisation calculation on a monthly basis.
4. Responsible for implementation and update of component accounting Database.

5. Responsible for implementation and update of the business planning Models
6. Responsible for annual update of all rents.
7. Prepare reconciliations for internal and external audit requirements.
8. Prepare all other balance sheet and profit and loss account reconciliations on a monthly and quarterly basis for management accounting purposes including closedown of nominal ledger to agreed timescale.
9. Responsible for production of management accounts for Neighbourhood Estate Solutions Limited.
10. Responsible for any further financial analysis required by the Finance Director

Other:

1. To provide an effective and on-going liaison between the finance team and other areas and departments of the Association.
2. To maintain confidentiality of all sensitive information and data relating to tenants and staff of the Association in accordance with the latest Data Protection Act.
3. To operate the Association's Race Equality and Diversity policy in all relevant aspects of the post.
4. To be committed to and adhere to the Association's Customer Care Service standards.
5. To be committed to and adhere to the Association's Value for Money Strategy.
6. To comply with all current and future Health & Safety requirements.
7. To perform other duties reasonably required of you.



PERSON SPECIFICATION
Senior Finance Officer

CATEGORY	REQUIREMENT	ESSENTIAL/ DESIRABLE	HOW DETERMINED
QUALIFICATIONS	A full or part qualified accountant If part qualified, a willingness to further study	E	Appl/Interview
	A graduate	D	Appl/Interview
EXPERIENCE	At least 2 years' experience of working within a financial setting	E	Appl/Interview
	Experience of maintaining financial records	E	Appl/ Interview
	Knowledge of financial procedures and processes including double entry bookkeeping	E	Appl/Interview
	Experience of purchase and sales ledgers	E	Appl/Interview
SKILLS	Ability to maintain accurate records on a timely basis	E	Appl/Interview
	Financial modelling skills up to advanced level.	D	Appl/Interview
	Experience of research, production and presentation of financial reports	E	Appl/Interview
	Experience of preparation and monitoring of budgets	E	
	Ability to prepare and post journals	E	Appl/Interview

	Ability to use SAGE and other financial softwares.	D	Appl/Interview
	Ability to use various Microsoft packages, including Word for Windows and Excel (intermediate Level)	E	Appl/Interview
	Possess effective written and communication skills.	E	Appl/Interview
	Ability to communicate at all levels with a variety of people from different social/cultural backgrounds. A good understanding of the application of policies regarding equality of opportunity and diversity.	E	Appl/Interview
	Ability to work on own initiative and be self-motivated.	E	Appl/Interview
	Ability to work as part of a team.	E	Appl/Interview
	Ability to prioritise workload and manage time effectively.	E	Appl/Interview



**SUMMARY OF PRINCIPAL TERMS AND CONDITIONS
FOR THE POST OF
POST OF SENIOR FINANCE OFFICER**

- Salary:** Points 33-39 (£29,601 to £34,542p.a. including Outer London Weighting). Increments awarded annually on 1 April until top of scale, subject to satisfactory performance.
- Hours of Work:** 35 hours per week from 9.00 am to 5.00 pm Monday to Friday with one hour lunch.
- Annual Leave:** 25 days per annum, rising by one additional day for each full year worked up to a maximum of 30 days.
- Pensions:** The Association's retirement and death benefit scheme is a money purchase scheme with AEGON. It is contracted into SERPS, and the Association contributes 9% of salary.
- The Association operates a life insurance policy for staff.

Please note that this summary document does not form part of the Contract of Employment



Equal Opportunities Policy Statement of Intent

Christian Action Housing values the diversity of the communities in which it works, and aims to ensure that all those seeking to be housed by the Association, together with users of other services, paid and voluntary staff, contractors, consultants, and partner organisations, are treated fairly and with respect.

The Association aims to reflect the diversity of the communities in which it operates, and to meet the needs of those communities appropriately through its provision of housing and other services.

The Association recognises that it has an important role in allowing people to fulfil their potential, both as individuals, and as part of their community or work place, and believes that the different qualities of the people who make up the community or workplace add value to society as a whole and to the Association in particular.

The Association is mindful of its legal requirements relating to discrimination, and alongside its mission, seeks to oppose all forms of discrimination practised against people on the basis of visible and non visible personal or group characteristics. These include, but may not be limited to, colour, culture, race, ethnic or national origin, age, appearance, disability, marital status, gender, sexual orientation, political or ethical beliefs, religion, or social and economic status. The Association is determined to make all efforts to prevent direct and indirect, intentional or unintentional discrimination against existing or possible future tenants, service users, staff and other service providers. **Harassment of all forms will be subject to serious action.**



Local Needs, Local Solutions, Local Services

Christian Action, in line with its Equal Opportunities Policy, aims to treat all applicants, staff, tenants and others with whom it works equally, whatever their gender, race, colour, ethnic origin or disability. This form is to help us see if we are doing this.

The answering of these questions will not affect your application or status and any information given will be treated in the strictest confidence.

Part 1	
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth:

Part 2 – Ethnic Origin	
<i>Tick one box</i>	
ASIAN (e.g. Pakistani, Bangladeshi, Indian, Sri Lankan.....) <input type="checkbox"/> CARIBBEAN <input type="checkbox"/> AFRICAN <input type="checkbox"/> SOUTH EAST ASIAN (e.g. Chinese, Vietnamese, Malaysian, Thai.....) <input type="checkbox"/>	BRITISH/EUROPEAN <input type="checkbox"/> IRISH <input type="checkbox"/> OTHER (<i>please state</i>) <input type="checkbox"/> A combination of the above groups <input type="checkbox"/> QUESTION REFUSED <input type="checkbox"/>
<i>Tick one box unless Question Refused</i>	
BLACK <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER <input type="checkbox"/> MIXED <input type="checkbox"/>	

.../...

Part 3 – Disability

Are you registered disabled? YES NO

Do you, consider yourself disabled: YES NO

Do you use a wheelchair YES NO

Applicants with disabilities:

The Association welcomes applications from all sectors of the community, including candidates with disabilities. The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”.

If you have a disability, is there any special provision which you require to be made if you were invited to interview? Please specify:

Please give below any details of adjustments which would need to be made in order for you to carry out the duties of the job if appointed:

Thank you for your co-operation