|  |
| --- |
| **PLEASE REVIEW IN ADVANCE OF COMPLETING YOUR APPLICATION FORM** Application No: \_\_\_\_\_\_\_\_(Please note these criteria will be verified throughout the recruitment process) |
| Glasgow West Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore try to show how you satisfy these requirements in your application form. This does not have to be from paid work but can be from other experience.  |
| EXPLAIN IN YOUR APPLICATION HOW YOU MEET THIS CRITERIA | **Criteria** | **Validation** |
| Essential | Desirable | Application | Technical test | Presentation | Interview |
| Chartered Accountant (qualified to ACCA, ICAS or CIMA level) and/or with a relevant degree and extensive experience in comparable role. | ✓ |  | ✓ |  |  |  |
| Professional membership and CPD commitment |  | ✓ | ✓ |  |  |  |
| Expertise in group financial management and planning for GWHA (charitable RSL) and GWEn (commercial subsidiary): including preparing and monitoring budgets to optimise efficiencies; financial modelling and forecasting; annual accounts/audit preparation; debt recovery; component accounting and payroll (including pension administration) | ✓ |  | ✓ | ✓ |  | ✓ |
| Extensive understanding of the RSL sector and the wider environmental influences and risks |  | ✓ | ✓ |  | ✓ | ✓ |
| Specialist knowledge of the financial frameworks within which GWHA (charity) and GWEn (commercial subsidiary) operate | ✓ |  | ✓ | ✓ |  | ✓ |
| Experience in leading multi-disciplinary teams (in particular: Finance and ICT functions)  |  | ✓ | ✓ |  |  | ✓ |
| Experience in developing robust internal budgeting frameworks to support departments with ongoing spend monitoring. |  | ✓ | ✓ |  |  | ✓ |
| Experience in developing ICT strategy, including leading the procurement and co-ordination of teams to ensure effective delivery of programmes and projects.  | ✓ |  | ✓ |  |  | ✓ |
| Experience in the development of organisational-wide risk management frameworks, leading on the management of financial, ICT and business continuity risks for GWHA and GWEn. | ✓ |  | ✓ |  | ✓ | ✓ |
| Excellent ICT skills and ability to ensure effective use of ICT in service delivery and performance management | ✓ |  | ✓ | ✓ | ✓ |  |
| Expertise in strategy development and formulation; alignment of policies, plans & processes  | ✓ |  | ✓ |  | ✓ | ✓ |
| Sound organisational, planning and project management experience | ✓ |  | ✓ |  | ✓ | ✓ |
| Strong analytical skills, high degree of accuracy and attention to detail | ✓ |  | ✓ | ✓ | ✓ |  |
| Articulate communication and presentation skills | ✓ |  | ✓ |  | ✓ | ✓ |
| Sound negotiating and influencing skills  | ✓ |  | ✓ |  |  | ✓ |
| Sound judgement, evaluation and critical thinking  | ✓ |  | ✓ |  |  | ✓ |
| Professionalism and ability to maintain confidentiality  | ✓ |  | ✓ |  |  | ✓ |
| Creative/Innovative thinker | ✓ |  | ✓ |  | ✓ | ✓ |
| Highly motivated, enthusiastic, flexible, reliable & committed (including flexibility to attend evening meetings, emergencies, training and events out with office hours when required) | ✓ |  | ✓ |  |  | ✓ |
| Commitment to community-controlled ethos and GWHA’s values | ✓ |  | ✓ |  |  | ✓ |
| An awareness of the role of a property factor (GWEn)  | ✓ |  | ✓ |  |  | ✓ |