

**Housing  
Rights**

Celebrating  
**Sixty  
Years**  
1964 - 2024



# Recruitment Pack

## Financial Controller

**Closing date: Monday 10 March 2025 at midday**

when everyone has a **home**

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# WELCOME

## from our CEO

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Thank you for your interest in the role of Financial Controller at Housing Rights.

This recruitment pack provides details of the work we do, the role of Financial Controller and what we are seeking from candidates.



We are proud of the difference we make to people's lives in preventing homelessness and helping them with their housing problems. Last year, we helped over 13,000 people in Northern Ireland.

The commitment and dedication of our staff across all departments helps us achieve this. We are proud of our expert, passionate staff team.

In return, Housing Rights supports staff to develop their knowledge and careers. We offer flexible working, hybrid working and a generous leave entitlement. We work hard to ensure staff are working in a positive environment which promotes wellbeing and reflects our values.

The work of Housing Rights is becoming more critical in this unprecedented time. I hope the opportunity to join us is one that will interest and excite prospective candidates.

**Kate McCauley**

# WHO WE ARE

We improve lives by tackling homelessness and housing problems in Northern Ireland. We believe a good quality affordable home can be a building block to a stable life. We believe that everyone should have a home.

# WHAT WE DO

We help people in Northern Ireland live in safe, suitable, and affordable homes. We provide services for the public and professionals working in housing.

Our services include:

- housing advice via our helpline
- online housing advice and information via our website
- advocacy and legal representation
- housing mediation
- advice and support for people in or leaving prison
- specialist support for young people at risk of homelessness
- advice for landlords
- support for generalist advice agencies
- policy and participation service to positively influence decisions made about housing and homelessness
- training and events for housing and advice professionals

# THE DIFFERENCE WE MAKE

Over the course of 2023-2024 we supported people in Northern Ireland with housing and homelessness problems.



## Prevented homelessness

We helped prevent homelessness for a total of 1,307 households



## Provided advice

We provided advice, advocacy, and representation services to 12,006 households on 50,244 housing issues



## Improved skills and knowledge

94% of attendees felt attending our training improved their housing skills and knowledge



## Improved housing circumstances

82% of people who used our helpline reported their housing circumstances had improved

# OUR VALUES

*I appreciate the growing diversity of the staff in Housing Rights*  
-Housing Rights Staff Survey 2023

Equality



Cooperation



Independence



Quality



Respect



Agility



# OUR BENEFITS AND CULTURE

We offer our staff the following benefits:



hybrid and flexible working



tailored learning and development plan



generous holiday allowance



enhanced employer pension scheme with free life assurance



accessible location and free parking



fun events for staff engagement



access to employee wellbeing services

*Housing Rights is more a vocation than a job*  
-Housing Rights Staff Survey 2023

Accreditations:

- ✓ Living Wage Employer
- ✓ Investing in Volunteers
- ✓ Diversity Mark Accredited

*I think overall Housing Rights has a great culture and the staff as a team are brilliant*  
-Housing Rights Staff Survey 2023



Diversity Mark Accredited

# WORKING AT HOUSING RIGHTS:

Results of our 2023 staff survey show:

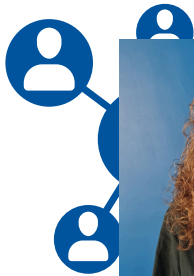


5% increase in staff satisfaction in the last 5 years!



Categories staff were most satisfied with:

1. my work
2. inclusion and fair treatment
3. wellbeing and engagement



**Kerry Logan - Participation and Policy Lead**

“ I love working alongside and learning from my colleagues right across the organisation at Housing Rights – it is a fab team, made up of people who are passionate about social justice and constantly going above and beyond to support people experiencing housing problems or homelessness. ”



**Eamon Sheridan - Housing Advocate (Young People)**

“ By providing effective advice and advocacy for my client’s I have witnessed first-hand how our services can positively impact their lives. ”



**Bronagh Flynn - Business Development Lead**

“ I love the variety of my job and the people I work with. I work across the whole of the Housing Rights team and others within the housing sector every day. This allows me to help shape new projects and services that will help our clients and support the wider Housing Community - to ensure everyone has a home. ”



**Ruairi McMenamin - Helpline Coordinator**

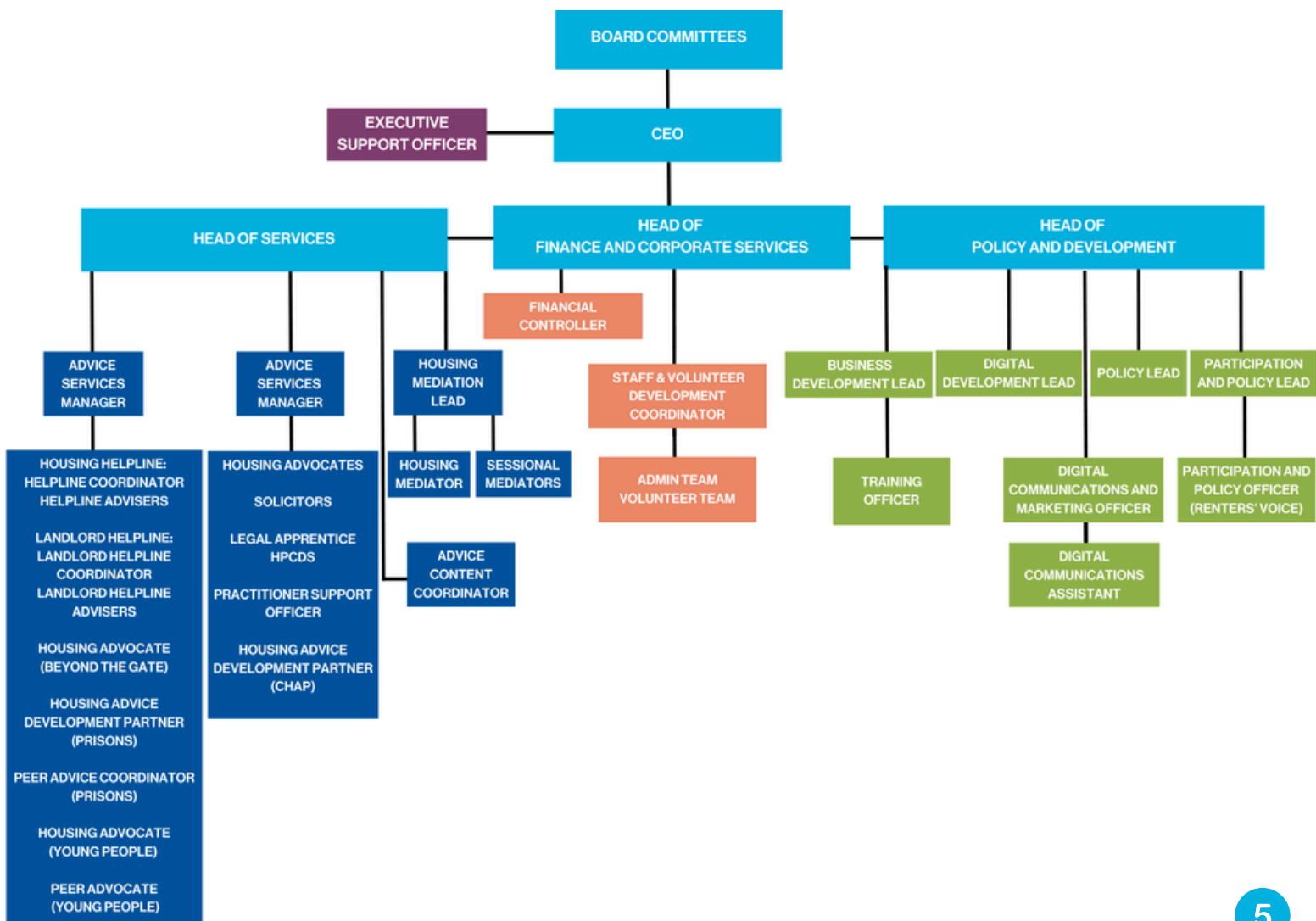
“ Housing Rights allows me to help people everyday, in a positive working environment. I am grateful to work with a team of hardworking people dedicated to ending homelessness and making making life in Northern Ireland better for everyone. ”

# ABOUT THE ROLE

As Financial Controller at Housing Rights, you will play a key role in ensuring the financial health and sustainability of our organisation. You will be responsible for delivering:

- financial planning and controlling
- statutory and funder compliance
- financial risk management
- financial systems and administration processes

## ORGANISATIONAL CHART



# JOB DESCRIPTION

## Purpose:

To assist Housing Rights to achieve its vision and deliver its strategic objectives through:

- (i) the effective and efficient management of all accounting records and systems with regard to financial planning and control across the organisation;
- (ii) ensuring statutory and regulatory compliance through the effective delivery of financial procedures and reporting;
- (iii) evaluating, reporting and effectively managing financial risks

## Key Duties:

### 1.0 Information for planning and control

- 1.1 to develop and implement appropriate financial reporting to ensure current and future business needs are met
- 1.2 to ensure compliance with the organisation's policies and procedures as well as standing orders in relation to all aspects of finance and to review and propose updates to these on a regular basis (at least annually)
- 1.3 ensure proper administration of the organisation's financial affairs, advising on budget and financial planning strategies, monitoring and revising the budgets in line with changing circumstances
- 1.4 to provide financial business data analysis clearly and concisely in required formats as relevant
- 1.5 to provide timely, accurate and relevant information to facilitate effective and efficient financial management of the organisation, including preparation of monthly management accounts, forecasts and statutory accounts as agreed. (These may be for Housing Rights Board, Executive Committee, CEO, Senior Leadership Team members or individual budget holders)
- 1.6 to work closely with the Senior Leadership Team advising them on the likely financial consequences of proposed courses of action
- 1.7 to implement financial modelling to support new ventures or responses to tender invitations



# JOB DESCRIPTION

continued

## **2.0 Statutory and funder compliance**

- 2.1** to prepare annual accounts for external audit, ensuring that these comply with legal requirements and conform to current accounting standards as laid down by the professional accountancy bodies, and to specified requirements for charities
- 2.2** to liaise with external auditors in the audit of the annual statutory financial accounts and implement improvements arising from the audit report
- 2.3** to lead the procurement and appointment process of external auditors for the organisation as required but no more than on a 3-yearly cycle
- 2.4** to prepare timely claims and returns for funders and liaise with funders' audit teams in the audit of grants
- 2.5** to advise management on any changes in accounting practices that would affect the presentation of the annual financial statements
- 2.6** to ensure direct and indirect tax returns are completed accurately and on time
- 2.7** to fulfil the company secretarial function, ensuring Companies House, Charity Commission for Northern Ireland and the Financial Conduct Authority returns are made in a timely fashion
- 2.8** to maintain and operate client accounts in relation to legal expenses and liaise with the solicitor(s) and ensure all legal income and outlay is managed via the Legal Aid Management System (LAMS)
- 2.9** to liaise as required with the organisation's auditors, insurers, bankers, companies registry and other appropriate agencies
- 2.10** to submit VAT returns to HMRC in accordance with current VAT legislation, as and when required
- 2.11** to ensure full regulatory compliance with regard to timely payments to HMRC in respect of tax and national insurance and to the pension provider(s) for pension payments due; and to other relevant organisations to whom payments are due from payroll deductions (for example, student loans/TU contributions)

## **3.0 Financial systems and administration**

- 3.1** to develop, implement and maintain financial controls, including financial policies, procedures and processes appropriate to the organisational size
- 3.2** to regularly review the organisation's business and financial processes to ensure these are efficient, effective and in line with best practice and regulatory guidelines
- 3.3** to maintain a computerised accounting system in liaison with system providers (for example, Sage)

# JOB DESCRIPTION

continued

- 3.4** to be responsible for processing of secure payments online, including salaries and to suppliers
  - 3.5** to ensure the effective management of cash flow to meet the necessary working capital needs of the organisation
  - 3.6** to negotiate contracts for supply and maintenance of resources and services including IT and accommodation
  - 3.7** to ensure the organisational asset registers are accurately maintained
  - 3.8** to advise on financial accounting and other business software, maximising technology efficiencies where appropriate
  - 3.9** to support the Head of Finance and Corporate Services in the development of the organisational risk register
  - 3.10** to identify, evaluate and implement mitigating actions as agreed to effectively manage financial risks, for example, funding; cash flow; fraud; reserves and organisational liabilities
- 
- 4.0 Developing self and others**
    - 4.1** to plan, allocate and organise own workload
    - 4.2** to monitor and evaluate own work
    - 4.3** to develop self to enhance performance
    - 4.4** to support non-finance staff with the finance-related duties within their roles
    - 4.5** to contribute to training and development activities for colleagues
- 
- 5.0 Developing effective working relationships**
    - 5.1** to create, develop and maintain effective internal working relationships
    - 5.2** to create, develop and maintain effective working relationships with funders, service users and external agencies
    - 5.3** to lead, facilitate, and contribute to meetings or groups discussions
- 
- 6.0 OTHER**
    - 6.1** to act in accordance with the agreed values of the organisation
    - 6.2** to ensure the policy and procedure of the organisation, with regard to equal opportunities and health and safety, are observed
    - 6.3** to undertake any other duties, consistent with the post, which may from time to time be required by the Head of Finance and Corporate Services or CEO

# PERSON SPECIFICATION

<b>Job title</b>	<b>Financial Controller</b>
<b>Grade</b>	<b>NICS Auditor SO £36,163-£38,990 per annum (under review)</b>
<b>Responsible to</b>	<b>Head of Finance and Corporate Services</b>
<b>Hours of work</b>	<b>37 hours per week</b>
<b>Location</b>	<b>Skainos Centre, Belfast (With option for hybrid working)</b>

## Education / Training

### **Essential**

- \* degree in accounting or part qualified accountant (foundation level of one of the following: ICAEW, ACCA, CIPFA, ICAS, CAI, or CIMA)

### **Desirable**

- \*fully qualified accountant

## Relevant experience

### **Essential**

- \* minimum of 18 months' full-time (or equivalent part-time) experience in the processing of financial information for management control, planning and statutory reporting
- \*minimum of one years' experience of processing payroll, PAYE, NIC, payments and banking arrangements
- \*demonstrated experience of preparing income and expenditure statements; cash flow analysis; reporting and trend analysis for forecasting
- \*demonstrated experience of financial reporting and budget control
- \*demonstrated experience of preparing annual accounts for audit and liaison with external auditors on management of annual audit process
- \*demonstrated experience of preparing and submitting accurate and timely data to meet the requirements of funders
- \*demonstrated working experience of operating Sage 50 Accounts and Sage Payroll (or equivalent) and translating raw financial data into accessible management information with recommendations for action
- \*demonstrated working experience of Microsoft Excel (or equivalent)

# PERSON SPECIFICATION

continued

## **Desirable**

- \*minimum of 3 years full-time (or equivalent part-time) experience in the processing of financial information for management control, planning and statutory reporting
- \*demonstrated experience of financial management in the voluntary, community or charitable sector, including financial management of project funding
- \*demonstrated experience of administering Gift Aid
- \*demonstrated experience of producing and presenting robust financial projections with integrated profit and loss, balance sheet and cash flow statements
- \*board level reporting and provision of commentary to support decision making
- \*demonstrated experience of working with legal aid finance (for example: Legal Aid Management System)
- \*highly systems literate with strong financial systems experience
- \*demonstrated experience in financial risk management

## **Knowledge**

### **Essential**

- \*knowledge of the Statement of Recommended Practice for charities (SORP)
- \*extensive knowledge of financial procedures and good practice

### **Desirable**

- \*knowledge of the voluntary sector within Northern Ireland

## **Skills / Attributes**

### **Essential**

- excellent analytical skills and the ability to produce and interpret management information
- ability to communicate clearly, both orally and in writing, to effectively present financial information
- good interpersonal skills
- excellent organisational skills including ability to prioritise workload, work at pace and meet strict deadlines
- demonstrated ability to:
  - work on own initiative and as part of a team
  - multi-task and work under pressure
  - plan and manage work to meet deadlines
- commitment to a high standard of work and professional conduct

# PERSON SPECIFICATION

continued

## Values

- commitment to the mission and aims of Housing Rights with a strong focus on our values (Independence, Equality, Cooperation, Quality, Respect and Agility)

## Other

Willingness to work flexible hours when required

***\*denotes shortlisting criteria***

# TIMELINES

Advertise	.....	21 February 2025
Closing date	.....	10 March 2025 at midday
Interview	.....	18 March 2025

# INTERVIEW PANEL

Kate McCauley	.....	Housing Rights
Roz Tate	.....	Housing Rights
Patrick Morgan	.....	Housing Rights Board

Complete and return the application and equal opportunities monitoring forms by the closing date.

You can submit the forms by:



[recruitment@housingrights.org.uk](mailto:recruitment@housingrights.org.uk)



Emma Kinghan, Admin Officer, Housing Rights,  
The Skainos Centre, 239 Newtownards Road, Belfast BT4 1AF

If you need us to make any reasonable adjustments to help you during the recruitment process, please let us know.

Housing Rights greatly values diversity and we actively encourage applications from all sections of the community.