



Finance Manager

Recruitment Pack



www.spireview.org.uk

Welcome...

Dear Candidate,

Thank you for your interest in the role of Finance Manager. I appreciate your time and hope that the information within the pack provides you with a feel for what it is like to be part of the Spire View Team.

The team at Spire View pride themselves on providing a supportive and encouraging environment and always striving to do the very best for each other and all of our stakeholders. Our staff are passionate about what they do, in an environment that has a shared vision and values that will hopefully align to your own values, and this is your opportunity to find out more about Spire View to see if we are a fit for you.



If you would like to find out more about us in terms of our Staff Team, Committee, homes, services, customers, and our future plans, please email me at margaretbrownlie@spireview.org.uk and I will arrange a suitable time for a confidential chat.

This role falls within our small Finance and Corporate Services Team, on a permanent basis, and involves working 35 hours per week over 5 days. The post holder will be responsible for working alongside other team members to ensure that the Association demonstrates strong financial management. The successful candidate must be able to demonstrate core competencies across a broad range of accountancy tasks, such as strategic financial planning, treasury management, effective budget management, creating financial reports and critical risk analysis. We work in a regulated environment, and we are managed by a passionate voluntary Committee. Our Finance Manager will play a key role in ensuring the organisation meets its regulatory requirements and that our Management Committee has the right information and the right professional support to plan effectively for the future. To succeed in the role, you will be a confident communicator and be able to demonstrate a solid team working ethic.

In addition to this, you will have supervisory responsibility for our Finance Assistant and providing clear direction to ensure compliant with regulatory and legislative requirements.

We are looking for someone who is flexible, self-motivated and a team player. The key skills required to successfully fulfil the role are being able to plan, prioritise work and ensure all finance activity is progressed efficiently, timeously and to a high standard.

The ideal person will have previous experience of working in a similar post with supervisory skills, the ability to manage a busy workload, good communication skills and be the kind of person who wants to do the best for themselves, their colleagues and most importantly, our tenants.

If after reading the job advert and details, you are excited about the possibility of fulfilling this role then I would encourage you to apply.

Thank you.

Mags Brownlie

Depute Director



About Spire View

Spire View Housing Association is a registered Scottish charity and social landlord providing great quality housing around Royston in the Northeast of Glasgow. We own and manage 852 properties and factor 93 owner occupied properties.

Founded in 1989 as James Nisbet Housing Co-op and following a merger in 2002, changed our name to Spire View Housing Association. We strive to provide high quality housing and responsive customer service to ensure that we place communities and their people at the heart of everything we do.

We are responsible for managing our homes and delivering high quality services to our tenants and customers to ensure that we place communities and their people at the heart of everything we do.

Spire View owns and manages Roystonhill Community Hub which runs for the benefit and betterment of the Royston community and beyond.



Our Vision and Values

Our Vision

To be the landlord of choice of Royston, working with our customers, community and local stakeholders to create a neighbourhood where people choose and are happy to live. Great service and value for money are at our core and we will continue to strive relentlessly to balance both.

Our Mission

To provide locally based high quality, affordable housing and services which will contribute to the well-being of the community we serve.

Our Values

Will shape how we do business to achieve our mission vision and strategic objectives set out in our Business Plan.

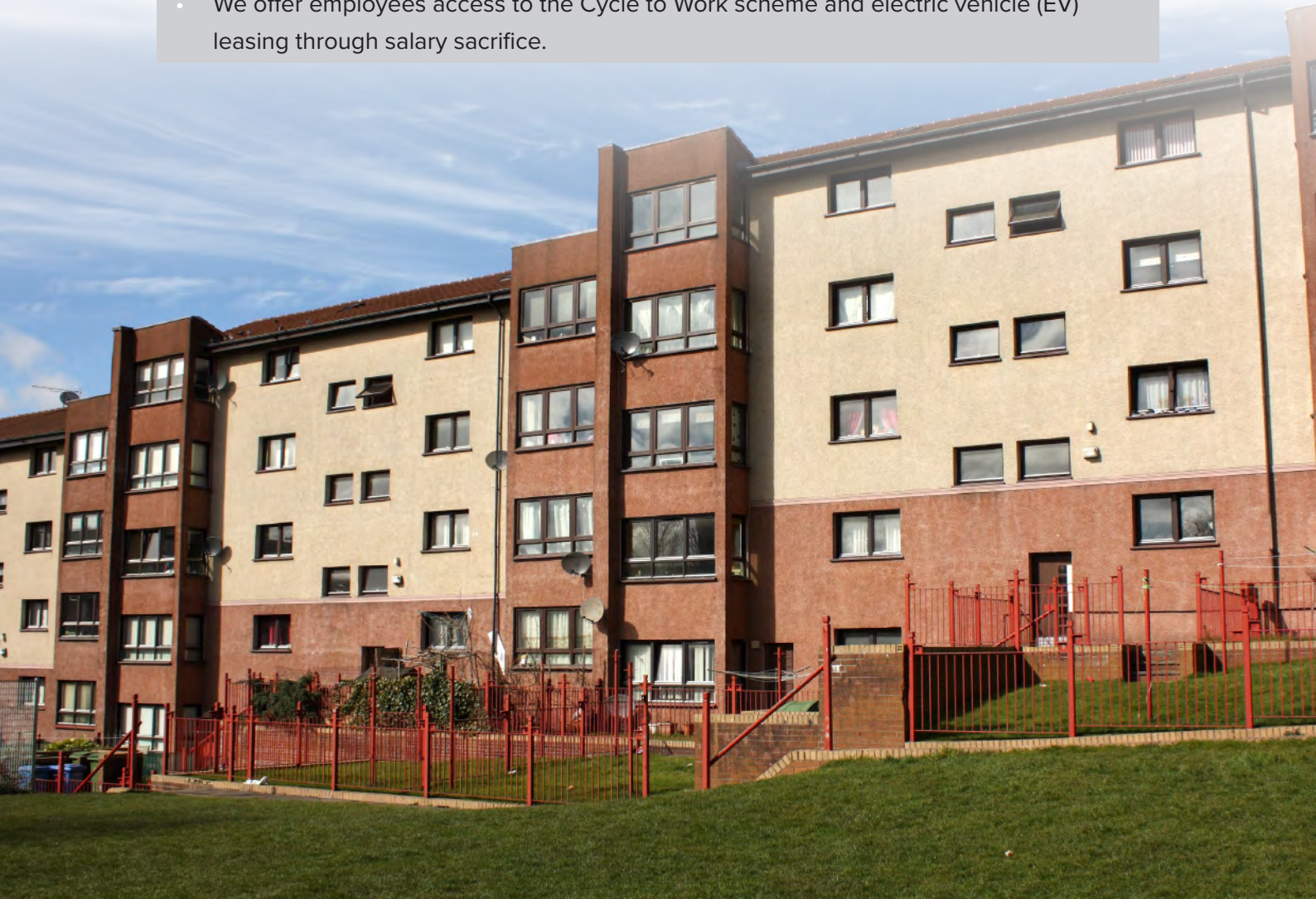


People Benefits

At Spire View, we consider work-life balance to be paramount to health and wellbeing. Our people are committed and dedicated to what they do, and we understand the importance of having policies and measures in place to fully support them both inside and outside of the workplace.

Below is the range of people benefits that Spire View offers:

- Flexible Working Environment
- Counselling Service
- Learning and Development Culture
- Family Friendly Policies
- Professional Membership Fees
- Teambuilding Sessions
- Staff involvement in developing the organisation
- We offer employees access to the Cycle to Work scheme and electric vehicle (EV) leasing through salary sacrifice.



Job Description

Finance Manager



Job Description	Finance Manager
Responsible to	Depute Chief Executive Officer
Responsible for	Finance Assistant
Salary and grade	EVH Grade 8 (Spinal points PA28–PA31)

1 Job Outline

- 1.1 To ensure that the Association's Finance function meets or exceeds all statutory and regulatory requirements and supports the Association's business plan.
- 1.2 To ensure the Association's strategic and operational objectives are supported and underpinned by sound financial plans, policies and procedures.
- 1.3 To support the Chief Executive Officer (CEO) and senior team to provide strong direction, leadership and financial management across the Association.
- 1.4 To support the CEO and senior staff to promote a culture of good financial governance, and financial accountability.
- 1.5 To provide the Management Committee with financial support and guidance as necessary in order for them to fulfil their statutory requirements.
- 1.6 Preparation of periodic financial information and reports as required by the CEO and Management Committee.

Main Duties

2 Accounting

- 2.1 Responsible for the timely preparation of the Association's Annual Accounts in accordance with regulatory requirements and Management Committee directions.
- 2.2 Responsible for ensuring all audit requirements are conducted in accordance with statutory requirements, auditing standards of best practice and constitutional requirements.
- 2.3 The preparation and submission of quarterly VAT returns.

3 Financial Forecasting

- 3.1 Responsible for the development and monitoring of short, medium and long-term financial forecasting information in accordance with Management Committee expectations, financial good practice and statutory requirements.
- 3.2 Responsible for the preparation, development and control of the annual operating budget with input from senior staff.
- 3.3 In conjunction with senior staff, ensuring the Association's rent setting and budget preparation activities meet organisational requirements, support the Association's business plan and meet deadlines.

4 Finance Strategy

- 4.1 Develop, implement and review appropriate finance policies and procedures in accordance with best practice and to support high standard of financial management and operational controls.
- 4.2 Contribute to the ongoing regular review process for the implementation and achievement of the Association's strategic objectives and business plans while ensuring ongoing financial viability and value for money.

5 Development Accounting

- 5.1 Prepare Financial Scheme Appraisal and Sensitivity Analysis for specific development projects.
- 5.2 As directed, to investigate potential sources of private finance, to include arranging short term and long-term mortgage facilities with banks and other private lenders to support the Association's development activities.
- 5.3 Submit applications for draw down of development related funding) and Private Finance to relevant bodies and record details appropriately.
- 5.4 To ensure all loan covenants and development activities are properly accounted for in the Association's strategic budgeting and business planning cycle.

6 IT Services - Procurement & Management

- 6.1 Manage the Association's current IT support services contract, liaising with suppliers and contractors as necessary to ensure the organisation has the required levels of IT support to deliver its objectives.
- 6.2 Take responsibility for the co-ordination and implementation of IT strategy, policy and practice reviews.
- 6.3 Working with suppliers and contractors, arrange appropriate internal practices and controls for the Association's software systems including the setting up of new users, user support, IT security and training.
- 6.4 Take responsibility, with the senior team, to ensure the Association's IT systems are reviewed and updated as necessary to ensure IT continues to support the Association's activities.

7 Operational Activities

- 7.1 Responsibility for the effective line management and supervision of the Finance Assistant to ensure that the Association's day-to-day finance activities and systems are in place and all appropriate ledgers, journals, reconciliations are maintained appropriately.
- 7.2 Responsibility for operational day to day treasury management activities in accordance with the Association's Treasury Management Policy.
- 7.3 Oversee the Association's petty cash procedures.
- 7.4 Ensure salaries, pensions, HMRC and other staff related costs are correctly managed and maintained in accordance with statutory requirements.
- 7.5 Responsibility for the supervision of the Corporate Services Assistant and ensuring that all standards for customer contact, communications and day to day corporate services activities are delivered accordingly.
- 7.6 Responsibility for ensuring that the Association has appropriate insurance policies in place, ensuring liaison with senior staff to ensure the correct levels of cover and value for money. Reporting as required.
- 7.7 Along with other senior staff, supporting the CEO/DCEO in implementing the Association's HR policies and best practice.
- 7.8 Along with other senior staff, take responsibility for compliance with organisational, regulatory and statutory requirements for Health and Safety, Equalities and Learning and Development.
- 7.9 Maintenance of appropriate registers as required, Fixed Asset, Donations, Loans etc.

8 Management Committee Support

- 8.1 Attend and report to Management Committee, Sub Committee and Ad Hoc meetings as appropriate.
- 8.2 Prepare and present regular finance and corporate reports which may include.
 - Management Accounts
 - Loan Covenant Compliance
 - Credit Card/Petty Cash Expenditure
 - Budget Reviews and Updates
 - Development Funding
 - Risk Register Reviews
 - Treasury Management Updates
 - Insurance Issues
 - Budgets and budget amendments for approval
 - Financial Forecasting
 - Annual Returns
 - Policy and Procedural reviews
 - Exception Reporting – as required
 - IT updates and reviews
- 8.3 Attend and contribute at Management Committee away days for strategic reviews, organisational development, staff forums, Committee training etc.

9 General

- 9.1 To carry out other duties appropriate to the post at the request of the CEO/DCEO or the Association's Management Committee.
- 9.2 As a member of the Leadership Team, to assist with organisational project management across all activities as required.
- 9.3 To demonstrate a flexible approach to work priorities and be able to attend meetings outside of office hours.

This Job Description will be subject to periodic review as the needs of the Association change.

Person Specification

Finance Manager



Person Specification	Finance Manager
Responsible to	Depute Chief Executive Officer
Responsible for	Finance Assistant
Salary and grade	EVH Grade 8

Essential Criteria

Experience

- Excellent numeracy skills and appropriate experience within a finance context.
- Experience leading a team in either a supervisory or management role.
- Appropriate experience of preparing management accounts and annual accounts.
- Experience of payroll and treasury practices.
- Preparation and monitoring of budgets and financial forecasts.
- Experience of tendering and procuring contracts such as Audit, IT requirements, insurance, office equipment, etc.
- Experience of completing grant funding applications.
- Experience developing financial policies and procedures.
- Experience gained in formulating, writing, reviewing and advising on relevant policies and associated procedures.
- Experience of effectively managing and inspiring a staff team.

Skills & Abilities

- Strong numeracy and analytical skills.
- Ability to operate at both strategic and operational level.
- Excellent IT skills, including MS Excel, Word, Internet and Email packages.
- Excellent communication skills, both oral and written and a polite and courteous manner.

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- Ability to use own initiative and plan and manage workload with minimal supervision.
- Ability to organise and prioritise work and manage time effectively, ensuring deadlines are met.
- Ability to work as part of a team.
- Leads by example.
- Ability to act as a coach and/or mentor.
- Assertive, confident and the ability to deal with difficult people / situations.
- Ability to empathise and be a good listener.
- Ability to deal with potentially sensitive or challenging situations and maintain confidentiality.
- Ability to train others and use own experience to develop colleagues.

Knowledge

- A sound understanding of the Registered Social Landlord (RSL) regulatory framework.
- A thorough knowledge of RSL sector's accounting regulations.
- An awareness of all statutory and regulatory reporting requirements.
- An awareness of finance related links across all the Association's activities

Education

- An appropriate professional accountancy qualification.
- Evidence of CPD in a relevant discipline.

Other

- Willing to work flexibly to achieve the Association's aims, including working outside of regular office hours on occasion.
- Commitment to support the Association's values in practice.
- Commitment to customer service excellence and delivering value for money.
- An approachable, personable, polite and courteous manner.
- Commitment to a positive working culture in relation to equality, diversity and human rights.
- Highly self-motivated and conscientious.
- Confident, patient and able to remain calm in difficult situations.
- Flexibility and ability to respond to and adapt quickly to change.

Desirable Criteria – Education, Knowledge, Experience and Skills

- Graduate level qualification in a related discipline.
- Previous experience working in a similar role within a Housing Association or Co-operative.
- Willingness to participate in training / further education relating to the post.
- Experience preparing and presenting Committee/Board Reports.
- Experience working as part of a Senior Management Team.
- Experience of Homemaker financial planning software.
- Ability to act as a coach and/or mentor.
- An understanding of factoring legislation.
- Full UK driving licence.

Summary of Terms & Conditions of Service

Finance Manager



Job Title:	Finance Manager
Salary Scale:	EVH Grade 8 PA28– PA31, £51,075 - £55,259
Hours of Work:	Full time based on 35 hours per week, Monday - Friday. Our current office hours are 9am-5pm Mon to Thursday (45 mins lunch). 9am to 3.30pm Friday (30 mins lunch). There may be occasional requirements to work out with normal office hours.
Leave Entitlement:	25 days annual leave. 15 days public holiday.
Place of Work:	Spire View Housing Association 43 Tharsis Street, Roystonhill, Glasgow, G21 2JF Or any other reasonable location.
Notice Period:	Three months
Salary Payment:	Paid directly on the 28th of the month by BACS
Pensions Arrangements:	Defined Contribution Scheme with Life Assurance Cover. Employers' contribution is 10.45% and Employee contribution is 5%. Life Cover = 3x annual salary.
Allowances:	Casual car allowance mileage in accordance with current rates.
Professional fees:	Fees to relevant Professional Bodies will be paid in line with EVH Conditions of Service.
Learning & Development:	Spire View promotes a culture of sharing knowledge and skills and promoting and supporting continuous professional development.
Working for Spire View HA:	At Spire View we have an open and flexible approach to the way we work to deliver our services. We provide a supportive working environment to ensure our employees get their work/life balance right.
Additional Information	Spire View are full members of Employers in Voluntary Housing (EVH). Continuity of employment applies if joining from another EVH member. (Details confirmed on appointment). We offer employees access to the Cycle to Work scheme and electric vehicle (EV) leasing through salary sacrifice. This is a summary for information purposes only and is not intended to be contractual. Full Terms and Conditions of Service will be provided at recruitment.

Recruitment Process

Finance Manager



1 Recruitment Process

1.1 You should provide the following information to apply for this post:

- Completed Application Form
- Equal Opportunities Monitoring Form

1.2 You should not provide your C.V. with your application.

1.3 Your completed application form should be e-mailed to:
Recruitment@spireview.org.uk

1.4 If you are invited for interview for this post, we will arrange to view and copy your qualifications. References will only be requested if you are offered the position. One of your references should be your present or most recent employer. If you have not been employed or have been out of employment for a long time, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and comment on your ability to do the job.

1.5 The Job Description in the recruitment pack aims to outline the key requirements of the post and the person specification lists the minimum essential and desirable requirements for the post. When shortlisting for interview, the interview panel will only consider the information contained within your application form and assess this against the agreed person specification.

1.6 The interview panel will not make any assumptions about the nature of your experience, skills or knowledge based on the list of job titles in your current and previous jobs in their assessment of your application form. It is for you to use the space provided throughout the form to comprehensively detail your previous experience and relate this to the job description and person specification. As well as paid employment, you may also wish to include any voluntary work or any other life experience or skills you can bring to the post and Association.

1.7 Your application form is the start of your relationship with the Association and its content and quality will demonstrate your dedication to being successful in this post and work for Spire View Housing Association. It is for these reasons that you should ensure your application is legible and provides relevant and comprehensive information to give you the best possible opportunity of securing this post.

- 1.8 If you are related to any members of staff, consultants, contractors or suppliers of the Association, this should clearly be shown on the relevant part of the form. This will not necessarily be detrimental to your application.
- 1.9 If you are shortlisted for interview, we will ensure you are given reasonable notice for the date of your interview. The interview panel will set questions based on the job description and person specification to ensure they can appoint the candidate with the most suitable experience, knowledge, personal attributes and skills to excel in this role.
- 1.10 The award of employment will be subject to satisfactory references and may also include a disclosure check under the PVG Scheme.
- 1.11 Spire View Housing Association aims to be an equal opportunities employer and is committed to diversity in employment. If you feel there is anything specifically that you need from us to encourage our commitment, or wish an informal discussion, please contact the member of staff referred to in the welcome letter of the recruitment pack.
- 1.12 The closing date for receipt of your application is 12 noon on Friday 28th August 2026.

Candidate No:



supporting
social
employers



For official use only

Application for Employment



Post Applied for: Finance Manager

Closing Date: Friday 28th August 2026 at 12 noon

Applications received after this time will NOT be considered

Personal Details

Surname:

Initials:

Address:

Postcode:

Email Address:

If you can be contacted
during the day by phone,
please provide the
number:

Home:

Mobile:

Do you hold a current driving licence?

Yes

☐

No

☐

Equality Act 2010

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below:

Disability Confident Scheme

As part of our commitment to Equal Opportunities, we are registered as a Disability Committed Employer. In order for us to comply with this, we offer a guaranteed interview scheme for all disabled candidates that meet all the essential criteria.

If you would like your application to be considered on this basis, please tick the box below.

I would like my application to be considered under the Disability Confident Scheme. ☐

Employment History

Please give details of past and present work. This can be paid work, voluntary work or work from home.

Present or Most Recent Employment

Name and Address of Employer:

Starting Date with present/
most recent employer:

Present job title and responsibilities:

Reason(s) for leaving/wishing to leave:

Notice Period Required:

Current Salary (per annum):

Previous Employment	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	

Previous Employment (continued)	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	
Name and Address of Employer:	
Period of Employment:	
Job title and responsibilities:	
Reason(s) for leaving:	

Continue on a separate sheet if required.

Qualifications

(Academic and/or Professional) or courses presently being studied.

Subject	Grade/Level	Date Result Obtained

Other Education

Training (include any short course you have undertaken, e.g. night school, First Aid, Company Training Courses).

Name of Course	Details of Study	Date of Course

Computer Skills

Please detail your experience of software packages:

References

Please give the name and address of 2 people to whom references can be made. If you are currently employed or have been employed, please include details of your current/most recent employer.

	Reference 1	Reference 2
Name:		
Job Title:		
Company Name:		
Company Address:		
Telephone Number:		
Email:		

Employment with Spire View Housing Association



Spire View Housing Association wishes to compare your experience, skills and knowledge with our requirements for the post of Finance Manager. You should therefore, try to show in the following part of the form how you satisfy the key criteria below. This does not have to be from paid work, but can be from other experience. The Selection Panel may consider candidates who do not meet all the essential requirements, therefore please complete all sections as appropriate.

Please complete this section as fully as you can, providing evidence and examples where possible. The Selection Panel are also looking here at your ability to present a summary of relevant information clearly and concisely.

Tell us more about your excellent numeracy skills and appropriate experience within a finance/accountancy context.	
Describe your experiences preparing management accounts and annual accounts.	
Explain and provide examples of preparing and monitoring budgets and financial forecasts.	
Demonstrate your experience of tendering and procuring contracts such as Audit, IT requirements, insurance cover, office equipment, etc.	

Demonstrate your experience of tendering and procuring contracts such as Audit, IT requirements, insurance cover, office equipment, etc.	
Provide examples of your experiences developing financial policies and procedures.	
Demonstrate your experience of effectively managing and inspiring a staff team.	
Provide some examples which evidence your ability to operate at both strategic and operational levels.	
Tell us more about your excellent communication skills, and how you have used these effectively in a variety of different scenarios.	
Demonstrate, using examples, how you use your own initiative and plan and manage your workload.	
Explain how you organise and prioritise your own work, and that of the team, managing time effectively, ensuring deadlines are met.	
Give example of how you have lived your organisation's values in practice and how you promote a values-based culture.	

Additional Information

Please provide any further **relevant** information not covered elsewhere on this form, which may include other activities e.g., voluntary work or achievements and indicate how this will enable you to contribute further to this post.

Note to all applicants

In accordance with the Asylum and Immigration Act 1996 Section 8, if you are invited to attend for interview, you must provide an original document which supports your right to work in the United Kingdom.

Applicants can provide proof as set out in the Home Office guidance (pages 44-46) – List A or List B **Employer's guide to right to work checks** (publishing.service.gov.uk).

Confirmation of qualifications

If selected for interview, you will be required to bring with you, the original certificate(s) of all qualifications referred to in this application. This extends to members of professional bodies.

Declaration

I confirm that to the best of my knowledge the information I have provided in this application is correct.

- a** I am ☐ /am not ☐ (select as appropriate) related in any way to a Board member of the Association.
- b** I am ☐ /am not ☐ (select as appropriate) related to any member of staff, committee member, consultant, contractor or supplier of the Association.

Signed:

Date:

Fair Processing Notice

(How we use employee information)



This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

- 1 Spire View Housing Association Limited** (“we” or “us”) is committed to a policy of protecting the rights of individuals with respect to the processing of their personal data and adhere to guidelines published in the UK GDPR and Data Protection Act of 2018 (“the 2018 Act”) together with any domestic laws subsequently enacted. We collect and use personal data for a variety of reasons.

We are registered as a Data Controller with the Office of the Information Commissioner (ICO) under registration number Z6952147 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer (DPO) is **Gillian Spence** • GillianSpence@spireview.org.uk • **0141 559 5644**.

Any questions relating to this notice and our privacy practices should be sent to **Gillian Spence** on GillianSpence@spireview.org.uk • **0141 559 5644**.

- 2** We collect the following information from you through a variety of resources (i) directly from you; or (ii) third parties (including pensions service):

- | | |
|---|---|
| a Name | k Emergency contact details |
| b Date of Birth | l Eligibility to work in the United Kingdom; |
| c Address | m Driving Licence |
| d Telephone Number | n Passport |
| e E-mail address | o Disability and allergy information |
| f NI number | p GP's name |
| g Personal characteristics such as gender and ethnic group | q Job history and salary information |
| h Qualifications and training record | r Appraisals |
| i Absence information | s References |
| j Hospital appointment documentation | t Membership of professional bodies |
| | u Trade Union membership |



3 We collect and use the above information and personal data for:

- a Administration of contracts of employment
- b Payment of salaries
- c Recruitment and selection
- d Pensions and associated benefits, appraisal, training and development
- e Membership of professional bodies
- f Membership of Trade Union

4 We may disclose to and share information about you with third parties for the purposes set out in this notice, or for purposes approved by you, including the following:

- To allow your pension provider to process pensions information and handle your pension;
- To allow you to participate in health checks/ immunisation programmes;
- To pay your Trade Union membership dues;
- When we grant third parties controlled access to our electronic network;
- To obtain employment related legal advice;
- To DWP, HMRC and other such third parties;
- To our Auditor to carry out our annual audit;
- If we enter into a joint venture with or is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

5 Your information will only be stored within the UK.

6 When you give us information we take steps to make sure that your personal information is kept secure and safe.

We currently hold personnel files electronically, with some further information held in physical form. Additionally, we retain salary and pension information, as required by law. Any hard copy data of yours we hold is stored securely within locked filing cabinets which can be accessed by the HR function only, or Finance staff if relating to salary and pension information.

We password protect all personnel files, and limit access to those files to the HR function of the association.



- 7** We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.
- Data retention guidelines on the information we hold is provided in our Privacy policy within the staff handbook.

8 You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- ask us to correct any inaccuracies of fact in your information;
- request that we restrict your data processing;
- data portability;
- rights related to automated decision making including profiling;
- make a request to us to delete what personal data of your we hold; and
- object to receiving any marketing communications from us.

These rights are qualified and are not absolute.

- 9** If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold or wish to exercise any of your above rights, please contact: **Gillian Spence** on **GillianSpence@spireview.org.uk • 0141 559 4644**.

If you have any complaints about the way your data is processed or handled by us, please contact **Gillian Spence** on **GillianSpence@spireview.org.uk 0141 559 5644**.

If you remain unsatisfied after your complaint has been processed by us, you also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh EH3 7HL

Telephone: **0303 123 1115** • Email: **Scotland@ico.org.uk**

The accuracy of your information is important to us – please help us keep our records updated by informing us of any changes to your personal and contact details.

Spire View Housing Association

43 Tharsis Street • Glasgow G21 2JF • Phone: **0141 552 7928**

Email: **info@spireview.org.uk** • Website: **www.spireview.org.uk**

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