



Job Description

Job Title: Director of Finance and Corporate Services

Grade: EVH Grade 9 (Spinal Points SM11 – SM13)

Responsible To: Chief Executive and Management Committee

Key Aims of the Post

The key aim of the post is to provide leadership, management and support to the finance and corporate services team in the delivery of effective financial management, treasury management, governance and compliance, human resource, IT and the corporate service function of the Association.

In addition, it will act as the senior officer for the Finance and Corporate Services Team and provide strategic and legislative expertise in all areas outlined above including financial management incorporating financial planning and treasury management, compliance against the regulatory frameworks and the legislative requirements of an RSL, maintaining and enhancing our ICT framework and digital offerings and all other aspects included within the Corporate and Human Resources remit.

The focus of the role is:

- Based on a desire to get things right first time and lead the team to achieve their individual targets and goals
- Provide leadership and management to the Finance and Corporate Services team focusing on providing support, guidance, coaching and development to each and every member of the team
- Review and develop high quality internal Financial Management, Governance and Compliance and ICT policies and procedures, working with the team making suggestions for improvements
- Have a strong knowledge of any change in financial management and compliance legislation, good practice and regulatory frameworks and apply this knowledge in the provision of your service

- Develop and implement effective performance management systems and frameworks to ensure that the Finance and Corporate Services department excels in its delivery of service
- Support and advise the Management Committee, the Chief Executive and Senior Management team on strategic and operational aspects of financial management, governance, HR and ICT
- Actively participating in the decision-making process within the Senior Management Team by assessing risk, budget setting and monitoring, policy development and building and maintaining partnerships
- Promote a culture of fairness, empathy and respect to those residing within our homes to support them in having houses which are of a high standard and meet their needs

Principal Responsibilities and Duties

Leadership and Management

- To manage, support and develop our finance and corporate services staff, including monitoring, evaluating and assessing staff performance against KPI's, identifying and reporting on training requirements and ensuring that each member of staff is encouraged to maximise performance
- Where necessary, provide strong and decisive management in terms of managing under-performance through the provision of support, identifiable and agreed outcomes and taking necessary steps to resolve any performance failures
- To ensure that staff are conversant with the Association's policies, procedures, ICT and service standards and put in place appropriate systems to ensure compliance
- To oversee and allocate the work of the finance and corporate services staff members and ensure excellent services are delivered in a timely and effective manner
- To motivate, encourage, manage and equip staff with appropriate support, welfare and resources to carry out their duties
- To develop a culture of continuous improvement and customer focus based on right first time
- Carry out regular one to one interviews and appraisal of the finance and corporate services staff

Policy and Performance

- Provide and present reports to the Management Committee and any Sub-Committees on policy, performance, strategy and all other matters relating to the financial management, governance and compliance and ICT function and activities
- Lead on the formulation, review and development of strategies, policies and procedures as they relate to the finance and corporate services functions, and ensure that any Sub-Committee and Management Committee decisions are implemented effectively
- Take responsibility for the production, analysis and reporting of statistics and performance information maintaining the accuracy of data on our IT database systems
- Be involved in the production of data which meets the Annual Return on the Scottish Social Housing Charter including an awareness of the relevant technical guidance
- Lead on the preparation of statistical returns including the ARC, SHN and any other benchmarking information
- To ensure compliance with legal, regulatory and best practice requirements in relation to the work areas for which the post holder has responsibility
- Lead on the procurement, implementation and delivery of a high quality internal audit function and act as the Association's liaison with the appointed internal auditors.

Financial Management

- Work within the Scottish Housing Regulator's framework and provide all financial related returns within published timescales as required
- Oversee preparation of Annual Accounts for the Association and effectively liaise with the appointed External Auditors
- Ensure Elderpark's Accounts are prepared, in compliance with SORP and any other statutory requirements on an annual basis, reporting to the Management Committee with plain language explanatory narrative in accordance with all relevant timescales
- Monitor the day to day running of the Association's finances, ensuring the effective operation of the department and maintaining efficient systems of financial control and reporting
- Ensure the Association has sufficient financial resources to meet its long term business requirements including through the timely and effective negotiation of funding arrangements, liaising with funders, financial advisors, and other associated professionals as required
- Ensure all potential stock acquisitions and new build projects are subject to rigorous financial appraisal
- Oversee and co-ordinate the annual budget process, culminating in submission to the Management Committee for approval prior to the beginning of the financial year
- Oversee the preparation and analysing of management accounting reports to the Audit, Finance and Risk Sub-Committee.
- Ensure the Association complies with its loan covenants through regular engagement with funders
- Advise the Management Committee on the implementation and operation of its Treasury Management Policy with regard to loan portfolio and the investment of

surplus funds, to the benefit of the Association and preparation and submission of periodic performance reports

- Oversee and co-ordinate the payroll, pensions and payments to HMRC etc.
- Oversee the annual rental increase functions within the Association
- Oversee submission of all claims to the Scottish Government via the HARP scheme and other funders in respect of capital schemes and wider role projects and ensuring monies are received and paid timeously.

Governance and Compliance

- Provide expertise and advice in relation to governance, the Association's rules, the strategic role of the Management Committee and key organisational documents such as the scheme of delegation
- Ensure effective and up to date Business Continuity and Disaster Recovery Plans are in place
- Lead and support the Governance and Compliance Manager to ensure compliance with the General Data Protection Regulation, Environmental Information and Freedom of Information legislation

Insurance

- Ensure the Association has adequate insurance cover in place in respect of buildings, office premises and equipment, public liability, etc.

ICT

- Enhance and improve performance within the Association through the effective implementation of IT, ensuring existing hardware and software functions are effective for the benefit of the organisation, its customers and staff
- Oversee the performance and development of the Housing Management software (Rubixx) and the various modules and using this knowledge to identify improvements and enhancements to the system
- With support from the ICT Officer (and other Finance and Corporate Services staff where required) manage our external ICT support partners to maintain high quality IT systems and services which enhance the organisation.
- Take a lead role in reviewing, assessing and recommending ICT improvements for the Association in conjunction with other team members.
- Take an active role in the any proposed land and/or stock acquisitions and, in liaison with the Director of Maintenance Services, identify the requirements for private finance, accessing grants and other alternative funding streams

Procurement

- In liaison with members of the Senior Management team, develop, implement and review the Association's Procurement Strategy and Procurement Policy

- Ensure procurement of goods and services relative to the Finance and Corporate service function is carried out in an open, transparent and accountable manner, meeting all legislative and good practice guidance and delivers value for money
- Lead on the effective procurement for Finance and Corporate services contracts in line with the Association's Financial Regulations, Scheme of Delegation and Standing Orders
- Contribute to the production of an open contracts register which evidences our methods of procurement, length of appointment and value of works for publication on our website

Health and Safety

- As a member of the Senior Management Team maintain a good working knowledge of Health & Safety at Work legislation, associated regulations and standards particularly in relation to the Association's office premises
- Together with the Chief Executive oversee the work of the Health and Safety administrator providing appropriate support and assistance
- Oversee the development and review of appropriate risk assessments for the Association within the remit of the Governance and Compliance Manager

Budgetary Control and Financial Management

- Lead on the annual budget setting process and longer-term financial forecasting and planning for all finance, ICT and Corporate Services related activities
- Monitor and report on actual spend against budget on areas of specific responsibility under the remit of the Finance and Corporate Services department
- Develop sound financial control systems to monitor spend on Finance and Corporate services activities and make recommendations to ensure value for money and control costs effectively
- Research, make recommendations and where appropriate secure additional funding opportunities that support and/or enhance the delivery of the Association's Finance and Corporate services functions and/or strategic business objectives

Senior Management Team

- Contribute to the effective leadership and corporate management of the organisation ensuring that, as an organisation, the focus is on achieving its vision, strategic aims and business objectives
- Participate in the development, review and updating of the Association's key strategic plans and documents including the Strategic Business Plan, budgets and policy reviews
- Ensure that a programme of ongoing self-assessment of compliance with Regulatory Framework and Regulatory Standards of Governance and Financial Management in relation to the Finance and Corporate services function are carried out to demonstrate compliance and facilitate production of the Annual Assurance Statement

- Support the management committee, attending all management and sub-committee meetings (and other forums where required, for example the AGM) and offer professional guidance
- Contribute to the corporate strategy and communication, and ensure excellent relationships with partners, the public and media.
- Identify, mitigate and manage risks associated with the delivery of the Association's Finance and Corporate Services Policies and Plans
- Contribute to the identification and regular review of corporate and operational risks and the management of the Association's Risk Register

General

- Develop and maintain lasting and productive partnerships which support our business objectives, the values of Elderpark Housing and ensures compliance with statutory, legal and regulatory obligations
- Foster a culture of consistency in service delivery, seek out improvements, encourage team work, learning from each other, taking ownership, problem solving and being innovative
- Positively manage complaints received ensuring the Association seeks to use these as a tool to learn and develop
- Respond to enquiries from Councillors, MSP's or other relevant stakeholders in a professional, courteous and clear manner which reflects positively on the Association
- In conjunction with others, take responsibility to ensure that a module(s) within the Housing software and other relevant software is utilised to its optimum efficiency.

Other

- Any other duties specified by the CEO and Management Committee that would be considered reasonable for a Director of Finance and Corporate Services to undertake
- Comply with the Association's Health and Safety policies and raise any unsafe conditions and practices to the Health and Safety Administrator and Chief Executive
- Attend training sessions, both internal and external as required
- Where required be available to work outwith office hours to deliver services which meet the need of the organisation and our service users
- To actively promote the Equality and Diversity Policy and practice in all aspects of the job role as it relates to colleagues, tenants, service users, contractors, consultants and external agencies.
- Represent the Association at internal and external meetings

It should be noted that as with any role the duties may evolve over time. The principle duties are designed to provide a guide to the types of activities that may be undertaken on a daily basis within the Association and these will be reviewed at regular intervals to ensure the job description matches the current internal and external environment and the needs of Elderpark Housing.



Director of Finance and Corporate Services Person Specification

Experience and Qualifications	Essential	Desirable
Experience within a successful Registered Social Landlord or similar housing related organisation		X
Educated to degree level in a relevant discipline or a related professional qualification in financial management	X	
Previous experience at a managerial level delivering a finance and / or corporate services function	X	
Member of a recognised relevant membership body for example CIH, ACCA, ICAS etc.	X	
Previous experience in working within a regulated environment and reporting to organisations including the Scottish Housing Regulator, FCA, OSCR and the ICO	X	
Experience of developing short, medium and long term financial plans which ensure our financial viability over the longer term	X	
Experience in leading on the ICT and Corporate Services function within an Housing Association, Co-operative or similar housing related organisation		X
Experience of leading and developing successful high performing teams	X	
Significant experience of working effectively with a Board or committee structures including experience of writing and presenting reports, policies and strategies	X	
Significant experience of managing budgets, reporting on financial performance with appropriate variance commentary and identifying corrective actions where necessary		X
Experience of achieving KPI targets and providing a consistently high quality of service	X	

Knowledge	Essential	Desirable
Excellent and up to date understanding of governance, regulation, legislation and company secretarial compliance and best practice	X	
Demonstrate a knowledge of relevant compliance legislation (FOI, GDPR, OSCR etc.)	X	
Working knowledge of Health and Safety systems		X
Up to date knowledge of the current regulatory framework and the context in which Elderpark Housing Association operates		X
Proven ICT skills in a range of Microsoft packages and knowledge of promoting digital inclusion		X
Skills and Abilities	Essential	Desirable
Excellent communication, listening and interpersonal skills	X	
Ability to communicate financial concepts and performance information to both financial and non-financial audiences	X	
Ability to represent Elderpark HA and the wider housing sector in a positive light		X
Ability to develop good relationships with colleagues, the management committee, tenants and residents, and external stakeholders	X	
Excellent skills at planning and prioritising workload	X	
Excellent skills in engaging, motivating and inspiring colleagues		X
Ability to innovate and embrace opportunities for change	X	
Ability to work under pressure with minimum supervision	X	
Other	Essential	Desirable
Take responsibility for self-development and continuous improvement		X
Flexibility in working arrangements (willing to work outside normal working hours when required)		X
Driving license and access to your own car		X