



Role Profile

October 2019

Job Title:	Head of Finance and Resources
Reports into:	Executive Director
Direct Reports:	Service Charge Officer Finance Manager HR Adviser Governance and Compliance Manager
Department / Location:	Stockwell
Disclosure Level:	None
Role Purpose:	<p>Responsible for all day to day financial aspects of the organisation, including the operation of an efficient Finance, HR, and Governance and Compliance function.</p> <p>Work collaboratively with our parent and landlord organisation, Network Homes to ensure required financial information is accurate and timely.</p> <p>Actively contribute at the senior leadership level with the development and implementation of the strategic priorities of business</p>

Key accountabilities

- Work with the Executive Director as a key member of the Senior Leadership Team to help drive the strategic direction of the organisation.
- Oversee the timely delivery of high-quality management and statutory accounts and commentaries making effective presentation of these to all audiences as required and ensuring the production of high-quality working papers in support of the accounts.
- Ensure that all books of prime entry are always maintained and kept up to date as required by statute and best practice.
- Devise and implement improved formats and substance of financial management reports in line with the demands of users, management, and external requirements.
- Act as the lead expert in Financial Reporting Standards and disseminate their application throughout SW9 Community Housing.
- Manage the budgeting process in an efficient and consultative manner and deliver the operational budgets on time, presenting this to managers, committees and board as required.
- Assist with the implementation of Value for Money (VFM) initiatives and make effective input in meeting efficiency requirements.
- Lead in the collation and analysis of benchmarking data on financial effectiveness; draw key implications for SW9 and lead the implementation of resultant improvement plans.
- Lead in the implementation and operation of financial management contracts for third parties including delivery within Service Level Agreements.
- Act as the first point of contact and coordinate the visits of both internal and external auditors, maintaining a positive working relationship with both services.
- Coordinate the timely implementation of all financial audit action points.
- Ensure efficient and optimum operation of all financial accounting functions, systems, and controls.
- Oversee the efficient delivery of all services under delegated authority including:
 - Service Charges Accounting
 - Purchase Ledger and Payments
 - Payroll and Pensions
 - Governance and Compliance
- Ensure and, where appropriate, enforce the operation of the Financial Regulations, Finance Procedures Manual and related Working Instructions.

- Oversee the optimum operation and where necessary, upgrade, of all financial and HR system applications and deal with any issues in liaison with the IT Provider and the Finance Systems Super User.
- Prepare and provide periodic regulatory information/returns to government agencies, Charities Commission and/or other regulatory bodies.
- Maintain up-to-date knowledge of Financial Reporting Standards, relevant legislation, codes of practice, procedures and policies.
- Ensure the continuous review of relevant policies and detailed procedure guides updated as and when required.
- Maintain SW9 contract register and approved list of service providers and suppliers
- Generate and implement value for money and efficiency measures in work practices, management and administrative systems both computerised and manual.
- Manage, motivate, support, and develop direct reports ensuring that their activities are carried out effectively, efficiently and on a timely basis.
- Review and lead in the development and implementation of accounting policies, the finance procedures manual together with associated work instructions, and all policies and procedures relevant to the work and functions of the Finance, HR and Governance and Compliance teams.
- Provide oversight of the HR services function, ensuring the HR Adviser and information systems are managed efficiently.
- Provide an oversight of the governance and compliance function ensuring risks are kept to a minimum and SW9 meets all its legal, statutory and regulatory obligations.
- Manage the risks allocated within the risk map and continually review the environment for any emerging risks, ensuring effective planning, monitoring and actions are in place.
- Assist the Executive Director in the return of the organisation to normalcy following an event requiring the operation of the Business Continuity Plan.
- Attend Board, Finance, Risk & Audit Committee, HR & Remuneration Committee, and Senior Leadership Team meetings as and when necessary or required.
- Inspire, lead and be a role model, consistently demonstrating the SW9 culture and values.
- Attend evening meetings and other community events as required.

Standard Responsibilities

Adopt and comply with SW9 CH values, policies and procedures, and regulatory frameworks including:

- Code of Conduct
- Health and Safety
- Data Protection, confidentiality, privacy and use of IT resources
- Regulatory standards and probity
- Risks and internal controls framework
- Human Resources policies and procedures
- Equality and diversity

The post holder may be required to undertake duties of a similar nature and at this level elsewhere within the service.

Contacts - External/Internal

- Executive Director, Senior Managers, Operational Managers and staff within SW9 CH
- Executives and Managers within Network Homes
- Network Homes Finance Team
- Board and Committee members
- Bank Relationship Manager
- Suppliers / Contractors

Person Specification	Essential / Desirable
<p>Education</p> <ul style="list-style-type: none"> • CCAB Fully Qualified Accountant or QBE <p>Knowledge and skills</p> <ul style="list-style-type: none"> • Evidence of continuous professional development and up to date knowledge of all relevant financial reporting standards. • Excellent financial management skills and awareness of financial management and control techniques. • Excellent and up to date technical skills and ability to lead in the interpretation and application of the latest Financial Reporting Standards. • Ability to manage staff of diverse backgrounds across a range of varied disciplines and aspirations. • Ability to deliver high quality services in a complex and challenging environment where resources are at a premium. • Good leadership skills including ability to motivate and develop staff in a challenging and pressurised environment. • Ability to relate at varying levels of management and retain the confidence of senior managers and board members. • Strong communication skills (oral and written), including communicating complex financial information to a wide-ranging audience. • Effective time management skills, with a proven track record of prioritising and planning effectively. • Knowledge of service charge administration, the operation of management contracts and service level agreements. • Knowledge and understanding of the annual rent review process • Knowledge and understanding of Governance and Compliance • A clear understanding of Charity SORP and other accounting and regulatory standards in relation to charities <p>Experience</p> <ul style="list-style-type: none"> • A minimum of five years post qualification experience of financial management in an organisation of a similar size. • At least three years' experience of successful leadership and management of a high performing team. • At least two years' experience of preparation of final accounts including compilation of appropriate working papers and dealing with external auditors. • At least two years' experience of computerised financial systems and financial modelling using advanced spreadsheet techniques or similar systems. • Experience of working within Social Housing or Charity sectors. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

Competencies

We want to make SW9 a great place to work and a great organisation that really delivers for its customers. Our HART behaviours are designed to guide how we work, every day. Everyone within the organisation is expected to demonstrate the four HART behaviours: -

Hungry – I am ambitious to succeed

- Optimistic: I have a can-do attitude and am focussed on what can be done
- Creative: I find new ideas and solutions to challenges
- Bold: I get out my comfort zone and try new things
- Motivated: I welcome feedback and want to succeed

Accountable – I take personal ownership and responsibility to get things done I make things happen by empowering and delivering through the team and using resources effectively

- Resilient: I work hard to make things happen
- Disciplined: I am realistic and do what I say I will do
- Personal ownership: I take ownership of an issue until it is resolved
- Confident: I make decisions that are within my remit

Respect – I treat everyone with respect and understanding

- Prepared: I arrive on time and take full part in meetings
- Communicator: I listen to others and work hard to communicate well
- Responsive: I always answer a ringing phone and respond quickly
- Self aware: I put myself in others' shoes and understand how my actions impact on others

Together – I am proud to be one team

- Positive: I talk positively about SW9 as one team
- Proactive: I put myself forward and build great relationships
- Supportive: I support and recognise the contribution of others
- Role model: I genuinely believe I make the difference