

JOB DESCRIPTION

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| Job Title: | Finance Manager |
| Grade: | 9 |
| Responsible to: | The Director |
| Responsibility for: | Responsible for any staff who may be employed in the Finance Team |
| Job Purpose: | <p>Be the head of the Finance Team.</p> <p>Actively participate in the Management Team and contribute to corporate strategy and business planning processes.</p> <p>Uphold the high standards expected of a member of the Management Team.</p> <p>Ensure Rosehill meets its operational objectives in relation to sound financial management.</p> <p>Ensure the timely securing and deployment of financial resources in accordance with Statutory and Regulatory Standards, Financial Regulations, and Rosehill's strategic objectives as defined within its Business Plan Framework to ensure efficient and effective organisational financial management.</p> <p>To ensure that Rosehill's internal accounting record systems are properly maintained, meet legal requirements, comply with regulatory requirements and Rosehill's own policies and that staff adhere to them.</p> <p>To monitor Rosehill's financial performance ensuring that economy, efficiency, and effectiveness are key measures, and that best value and continuous improvement is sought.</p> <p>Contribute to identifying, managing, and mitigating risk.</p> <p>Contribute to developing, maintaining, and reviewing our Assurance Framework</p> <p>Achievement and effective monitoring of the targets and objectives set out in the Finance Operational Plan.</p> <p>Ensure an adequate Policy Framework is in place.</p> |

Key Responsibilities

1. Strategy and Management

- 1.1 Contribute to corporate strategy, objectives and planning, and the preparation of business plans, annual reports, and general publications.
- 1.2 Overall responsible for the development of financial management and associated performance management and to ensure adequate systems are in place to support these.
- 1.3 Provide regular reports on performance management with related corrective action plans where appropriate.
- 1.4
- 1.4 Attend and actively and effectively contribute to Management Team meetings.
- 1.5 Work within the Scheme of Delegated Authority and the Purchasing, Procurement and Tendering Policy, and Financial Regulations.
- 1.6 Effectively lead and manage staff within the Finance Team, providing support to ensure effective development and performance and to ensure the strategic and operational objectives of Rosehill are being met.

2. Financial Management

- 2.1 Prepare annual accounts in the statutory format and liaise with Rosehill's external auditors accordingly.
- 2.2 Co-ordinate the input from the Management Team in the preparation and production of the annual budget and annual rent increase, thereafter, compile the relevant reports for joint presentation to the Management Committee.
- 2.3 Preparation and presentation of quarterly management accounts to the Management Committee after sign off from the Director.
- 2.4 Be responsible for all matters relating to taxation.
- 2.5 Ensure adherence to the Financial Regulations and the Scheme of Delegated Authority and the Purchasing, Procurement and Tendering Policy across the organisation.
- 2.6 Develop, maintain and review cost effective systems for payments to suppliers and contractors.
- 2.7 Develop maintain and review systems for debtor control.

3. Treasury Management

- 3.1 Regularly review Rosehill's day to day and long-term treasury management policies and procedures.
- 3.2 Prepare a short-term, medium term and long term cashflows on an annual basis, liaising with Rosehill's funders where appropriate.
- 3.3 Prepare on a quarterly basis a 12 monthly rolling cashflow and make the appropriate arrangements for the investment of surplus funds or overdraft arrangements where required.

4. Performance Management

- 4.1 Responsible for the production of the annual Finance Operation Plan taking account of the objectives set out in the Business Plan.
- 4.2 Responsible for ensuring the objectives, targets and tasks of the Finance Operational Plan are achieved and for reporting outcomes to the Management Committee when required.
- 4.3 Identify areas of under achievement or non-performance and take action to address them.
- 4.4 Participate in systems for benchmarking providing financial information to meet the requirements of any benchmarking club and internal processes as required.
- 4.5 Set up and monitor systems for best value ensuring that economy, efficiency and effectiveness are measured, and that continuous improvement is sought in all areas of Rosehill's operations.
- 4.6 Negotiate and re-negotiate private loans to ensure continued value for money; advising on derivatives.

5. Internal Services

- 5.1 When required by the Technical Services Manager, undertake financial modelling for Rosehill's development projects, life cycle costings and planned programme of renewals.
- 5.2 Negotiate private finance when required and monitor the use of private borrowing and investments in accordance with Rosehill's policy and procedures. Closely monitor and report on bank covenant compliance and asset cover requirements.
- 5.3 Carry out financial appraisals on suitable contractors and consultants in conjunction with the Technical Services Manager.

- 5.4 Submit grant claims to Glasgow City Council and other bodies and reconcile with receipts and spend.
- 5.5 In conjunction with the Technical Services Manager monitor capital expenditure to ensure that costs are properly monitored and controlled, and cash shortfalls identified well in advance.
- 5.6 In conjunction with the Technical Services Manager prepare final scheme/project reconciliations.
- 5.7 Provide budget holders with sufficient information and appropriate systems to manage their budgets effectively.
- 5.8 Provide information to the Management Team identifying any factors or trends in expenditure where efficiencies could be developed.

6. Policy

- 6.1 Ensure that all Finance policies/procedures and regulations required to comply with regulation, the law, and good practice are devised, implemented, monitored, and regularly reviewed.

7. General

- 7.1 Ensure that Rosehill has adequate insurance cover in place covering the usual risks and that insurances are regularly reviewed.
- 7.2 Supervise the payroll and be responsible for the implementation of salary changes as appropriate ensuring that related returns are made timeously, and pension scheme requirements are adhered to.
- 7.3 Make all finance related returns to statutory bodies/authorities timeously.
- 7.4 Represent Rosehill at appropriate forums as agreed with the Director
- 7.5 Formulate a "Disaster Recovery Plan" for all finance and accounting procedures.
- 7.6 Ensure that financial records kept by Rosehill are accurate, up to date and in line with data protection legislation.
- 7.7 Promote the aims and objectives of Rosehill.
- 7.8 Attend evening meetings as required.
- 7.9 Attend appropriate training courses, conferences, and seminars.

This job description is a general guide to the tasks to be fulfilled. However, it should be noted that the post holder must agree work priorities and tasks to be completed

on a regular basis with the Director. This will enable the post holder's section and the organisation to fulfil its objectives.

All tasks must be carried out in accordance with Rosehill's Equalities & Diversity Policy.