



# Recruitment Pack Head of Finance



# Contents

1. CEO Introduction
2. About the Post
3. Job Profile
4. Remuneration  
Package

# Welcome

Thank you for considering a career with us at Waverley Housing. As we approach the midpoint of our Business Plan, we are reflecting on our journey of providing high-quality, affordable housing across the Scottish Borders and our commitment to community growth and investment. We're excited to welcome a new leader to our management team who will help us continue this legacy.

I have been with the Company for 6 months, and we are seeking a dynamic and forward-thinking individual to join us. This is a unique opportunity for someone with experience in leading teams and inspiring excellence to contribute to our exciting mission of delivering the best for our colleagues and customers.

The Head of Finance will play a crucial role in reshaping our services and influencing our strategic direction. You'll lead performance improvements within the Finance Services team and build successful relationships with our local communities and key stakeholders.

Our staff are our greatest asset, and their hard work has significantly improved our customer service standards. This role offers the chance to be part of an organisation doing exceptional work. We believe in providing excellent opportunities for our team to thrive in a supportive environment.

Join us in shaping the future of Waverley Housing. We look forward to discussing how you can contribute to our story.

**Apply Now and Be Part of Our Journey!**

**Paul Scott**  
Chief Executive

# Head of Finance

**Salary - £51,076**

**Permanent - Full Time Contract**

Are you an experienced finance professional seeking a transformative career move? We invite you to delve into the exceptional opportunity of becoming the Head of Finance at Waverley Housing. This pivotal role promises not only a significant impact on communities throughout the Scottish Borders but also a chance to lead strategic initiatives in finance and broader services in a unique location.

Waverly Housing manages around 1,440 properties across the Scottish Borders, and we have recently embarked on our first new build development project in Galashiels.

As Head of Finance, you will be the driving force behind all things financial in the organisation. Your key responsibilities will centre around:

- **Finance Experience:** a relevant qualification or can demonstrate they are working towards full membership of a recognised accountancy body (ICAS, CIMA, CIPFA, ACCA)
- **Transformational Leadership:** Leading business and service transformations, fostering innovation, efficiency and continuous improvement
- **Governance & Guidance:** Providing specialised advice on finance regulation and management to ensure compliance and excellence
- **Strategic Collaboration:** Collaborating closely with the Management Team to contribute to and achieve overarching strategic goals

In the middle of delivering our five-year business plan, Waverley Housing is steadfast in its commitment to keeping rents affordable for residents whilst upholding high energy efficient standards. Recent success in securing support from the Scottish Governments Social Housing Net Zero Heat Fund reflects the Company's drive for sustainability and innovation.

We're looking for someone with a strong background in finance. The ideal candidate will have hands-on experience in overseeing management accounts and a track record of driving positive changes.

We need a strategic thinker with effective leadership skills, ready to make a meaningful impact. This opportunity is open to those looking to take a step-up, and to those in the rest of the UK as well as Scotland.

For a confidential discussion about this role, please contact David Currie at Aspen People on 0141 212 7572 or at [dcurrie@aspenpeople.co.uk](mailto:dcurrie@aspenpeople.co.uk)

Waverley Housing and Aspen People are committed to equality, diversity and inclusion in everything we do. We welcome applications from all sectors of the community.

**CLOSING DATE FOR APPLICATIONS: Monday 4th November 2024**

**INTERVIEWS WILL BE HELD ON: w/c 18th November 2024**

# Job Profile

## 1. JOB IDENTIFICATION

<b>Job Title</b>	Head of Finance
<b>Responsible to</b>	Finance & Corporate Services Director
<b>Direct Reports</b>	Finance Team
<b>Section</b>	Corporate Services
<b>Last Update</b>	July 2024

## 2. JOB PURPOSE

- Reporting to the Finance & Corporate Services Director the post holder will be a member of the Management Team and will help deliver Waverley's vision, values and strategic objectives.
- Leading and managing the Finance Team to deliver efficient and responsive finance services that oversee and ensure compliance with the Company's financial obligations.
- To assist and work closely with the Director of Finance & Corporate Services in delivering a high-quality finance service to the organisation.
- To co-ordinate and monitor the day-to-day work of the finance team
- To oversee and develop the organisations finance systems and processes
- To deputise for the Director of Finance & Corporate Services as appropriate
- To actively participate as a member of the company's Management Team and to assist in the development of housing related strategies that meet the company's business objectives.
- To continuously look for new solutions and innovative ways to improve working methods and practices to ensure services remain customer focused and achieve regulatory and legislative requirements.

## 3. ORGANISATIONAL POSITION

See Organisational Chart Here - <https://www.waverley-housing.co.uk/about-us/organisational-structure/>

#### 4. ROLE OF CORPORATE SERVICES SECTION

- The Head of Finance is a key member of the Corporate Service section, whose main responsibilities are:
- The management of the company's finances and administration of financial systems, insurances and vehicle fleet services in accordance with all statutory and other legal standards, performance standards, good practice and guidance.
- The management of the company's IT systems in accordance with all statutory and other legal standards, performance standards, good practice and guidance.
- HR and company administration.
- Providing an efficient and effective value for money service to all Waverley customers.

#### 5. KEY TASKS & RESPONSIBILITIES

- Reporting to the Director of Finance & Corporate Services
- Responsible for the day-to-day management of finance transactions processed by the team
- Budget preparation liaising with Director of Finance & Corporate Services & budget holders.
- Preparation of management accounts and supplementary analysis for management purposes; developing and supervising systems for reporting and monitoring
- Assisting with the production of the annual accounts
- Production of cash flow projections and monitoring reports; treasury management
- Supervision of month end and computerised ledger procedures
- Overseeing completion of quarterly VAT return
- Production of information for statutory and non-statutory returns to external bodies in liaison with Director of Finance & Corporate Services
- Assist with Financial Appraisals of new projects and initiatives using techniques such as discounted cash flow, sensitivity and cost benefit analysis to demonstrate Net Present Value (NPV)
- Line manages Finance Staff, including staff appraisals, 1:1's and training
- Assist in the establishment and monitoring of performance targets for staff
- Maintenance of comprehensive records of all financial transactions including payroll function, component accounting and VAT
- Ensure high quality information provision and service delivery

## 6. EQUIPMENT AND VEHICLES

- Laptop
- Phone

## 7. SYSTEMS

May comprise the following or similar software solutions

- Microsoft Office – Cloud based solutions
- Fixed Asset Register/Component Accounting System
- Capita (bespoke integrated housing/finance/repairs system)
- Bascom IP
- Sage Payroll
- Filestream
- Insight Reports

## 9. DECISIONS AND JUDGEMENTS

The post holder will be required to use their initiative and make day to day decisions and judgements in relation to their tasks, operating within a legal framework and with due consideration for their own and others Health & Safety.

## 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Change Management ensuring this is devolved and integrated within the team.
- Ensuring the Finance systems and processes are up to date and continue to meet the requirements of the organisation
- Ensuring regulatory and legislative requirements are met
- Ensuring staff are updated and informed through regular team meetings and communication.
- Manage staff performance

## 11. COMMUNICATIONS AND RELATIONSHIPS

The post holder is required to communicate with a wide range of internal and external stakeholders requiring a high standard of verbal and written communication skills.

e.g.

- Tenants and Other Customers
- Staff
- Board of Directors
- Contractors/Consultants
- External organisations
- Regulator(s)
- Residents within our communities

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### Physical

- Those associated with normal office duties e.g. Use of VDU, remaining in a seated position for long periods at a time, light lifting, e.g. files, materials & supplies

### Mental & Emotional

- Dealing with contentious issues and challenging customers
- Ability to work well under pressure and respond to changing priorities and other demands.
- Ability to interpret and analyse statistical information and mathematical calculations, particularly where these possess a financial element
- Dealing with staffing issues including competency and attendance management in a transparent and consistent manner
- Supporting staff in the work environment whilst considering any personal issues which may impact upon their work



PERSON SPECIFICATION	Head of Finance	DATE	July 2024
----------------------	-----------------	------	-----------

Qualities	Criteria	Essential	Desirable	Assessed at		
				Application	Interview	
Education and Qualifications	Relevant accounting qualification and member of professional body, (CIPFA, CIMA, ACCA, ICAS)		✓	*	*	
	Full current driving licence		✓	*	*	
	Minimum 3 years' experience of managing staff and working in a management role	✓		*	*	
	Experience of managing the day to day transactions of a busy finance team	✓		*	*	
Experience & Knowledge	Experience of components accounting methods and methodology		✓	*	*	
	Experience of managing Payroll including period end/year end reconciliation and Pension administration	✓		*	*	
	Experience of managing budgets		✓	*	*	
	Experience in dealing with statutory and regulatory bodies e.g., Companies House, HMRC, OSC		✓	*	*	
	Knowledge of the social housing sector in Scotland.		✓	*	*	
	Experience of operating as part of a leadership team		✓	*	*	
	Experience of completing VAT Returns		✓	*	*	

Skills/Abilities	Strong employee management skills	✓			*	
	Excellent communication, organisational and administrative skills	✓			*	
	Competent IT skills and the ability to interrogate computer databases including spreadsheets	✓			*	
	Commitment to high standards and continuous improvement of customer care and service delivery	✓			*	
	Ability to work as part of a multi-disciplinary team	✓			*	
	Ability to plan and prioritise workload and work under pressure	✓			*	
	Ability to manage conflict	✓			*	
	Problem solver	✓			*	
Personal Attributes	Confident, decisive and self-motivated	✓			*	
	Flexible and adaptable approach	✓			*	
	Commitment to delivery of high quality services	✓			*	
	Committed to Equality and Diversity in all aspects of work	✓			*	
	Ability to work occasional evenings and weekends	✓			*	

#### 14. FLEXIBILITY STATEMENT

The content of this Job Profile represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The post holder will be expected to carry out any other duties reasonably commensurate with their grade from time to time at the direction of their line manager and/or members of the senior management team.

#### 15. JOB PROFILE AGREEMENT

Job Holder's Signature:		Date:	
Manager's Signature:		Date:	

## Head of Finance

### REMUNERATION PACKAGE

<b>Annual Salary</b>	<p>£51,076</p> <p>Salaries are paid monthly on the last banking day of the month through BACS</p>	
<b>Hours</b>	<p>35 hours per week Monday to Friday</p> <p>Hybrid working available</p>	
<b>Annual Leave</b>	<p>32 days Annual Leave</p> <p>plus 6 Public Holidays (over Christmas/New Year period)</p> <p>Leave year runs from January to December</p>	
<b>Sick Pay</b>	<p>Employees within their 1<sup>st</sup> year of service</p> <p>1 complete years' service</p> <p>2 complete years' service</p> <p>3 complete years' service</p> <p>4 years of completed service or over</p>	<p>No entitlement to enhanced sick pay (SSP only)</p> <p>1 month of full sick pay</p> <p>2 months of full sick pay</p> <p>3 months of full sick pay</p> <p>6 months of full sick pay</p>
<b>Pension Scheme</b>	<p>After three months' continuous service you will automatically be enrolled into the company's <b>non-contributory</b> Group Personal Pension Scheme. After this time, you are entitled to company contributions to a personal pension within the group arrangement. Employee contributions (which are optional) may commence at any time from your date of auto enrolment.</p> <p>Current company pension contributions rates are:</p> <p>4 – 6 Month's Service – 8%</p> <p>7+ month's Service – 10%</p>	
<b>Company Health Scheme</b>	<p>On satisfactory completion of 6 month probationary period employees will be offered the opportunity to join a private Health Plan. Once an employee has signed up for this plan the company will make monthly contributions on the employees' behalf and any employee wishing to increase their cover can request additional personal contributions be deducted from their monthly salary.</p>	
<b>Death in Service</b>	<p>4 x basic salary</p>	