

Orkney Housing Association Limited Director of Finance Job Description

Statement:

You will work in a way that shows genuine commitment to providing a great quality of service for all our customers. This will mean demonstrating, by word; action and measurement that the views and opinions of customers are taken into account in all aspects of service delivered by you, or by those whom you manage. You will also contribute actively to the Association's "one business" approach to working with colleagues in different parts of the organisation.

Objectives of Post:

- To be responsible for strategic and operational leadership of the finance function of the Association.
- To ensure the financial affairs of the Association are managed in a manner conducive to the meeting of all its objectives.
- To consistently and supportively lead and manage the Association's Finance Team.
- To ensure a high standard of financial control, processing, recording and reporting.
- To be an integral part of the Association's Leadership Team.

Reporting to:

- Chief Executive

Staff managed:

- Finance Officer
- Senior Finance Assistant
- Trainee Finance Assistant

Responsibilities:

- Active participation in the Association's Leadership Team.
- Play a lead role in the development and review of strategic, operational and financial plans for the Association.
- Active involvement in the Business Plan process and implementation of the business plan objectives.
- Ensure that the finance function is effectively and efficiently managed and all controls are adhered to.
- Deliver an important contribution to the development, design and implementation of the Association's Digital Strategy.
- As part of Leadership Team, ensuring all risks relating to the Association are identified, managed and reported to Committee on a regular basis.
- Timely provision of accurate quarterly management accounts and other management information in a format suitable for Committee and budget holders.
- Provision of other financial information as required for the planning, monitoring and control of the Association's financial affairs.
- Management of all borrowings, investments and cash balances in compliance with the Treasury Management Strategy and ensuring compliance with loan covenants.

- Lead the Association in the negotiation of funding and refinancing needs and opportunities.
- Financial planning and budgetary control.
- Ensuring compliance with all relevant accounting standards, legislation, the Scottish Housing Regulatory Standards and good practice guidance.
- Ensuring adequate insurance cover is in place and providing information to other staff as required.
- Ensuring the maintenance of accurate and up to date loan and asset registers.
- Monitoring and recommending changes to Financial Policies.
- Monitoring expenditure on development projects and ensuring timeous draw down of grant and loan funds.
- Strategic procurement lead for the Association.
- Procurement of consultant services as required.
- Enabling innovation and improvements in working practices.

Key Tasks:

- Maintain adequate and proper accounting and control systems to produce accurate accounting records consistent with all regulatory guidance.
- Ensure Leadership Team and Management Committee are aware of financial risk and proactively advise on appropriate monitoring techniques or strategies for minimising that risk.
- Preparation of draft annual accounts and supporting audit schedules.
- Preparation and arrangements for the annual external audit.
- Preparing and monitoring the effectiveness of the Association's Financial Procedures.
- Preparation of annual budgets (in accordance with policy).
- Rent and service charge setting (in conjunction with housing management staff).
- Preparing 30 year financial projections for the Business Plan.
- Timely submission of Scottish Housing Regulator and other statutory financial returns.
- Identifying and managing investments in accordance with the Association's Treasury Management Policy and Strategy.
- Preparation of quarterly management accounts, KPIs and cashflow projections.
- Updating development cashflow projections on a monthly basis and monitoring funding requirements and reporting thereon.
- Monitoring compliance with internal financial controls as detailed in policies and procedures.
- Provision of information as required by the Chief Executive and other budget holders.
- Supporting the Management Committee and Sub Committees.

Other duties:

- Training of other staff as appropriate.
- Any other duties consistent with the post as required.
- Deputise for the Chief Executive as required in conjunction with other Directors.

Authority:

- Instruction, support and supervision of managed staff.

- Responsibility for procurement and other authorities in line with the Procurement Policy.

Specific Conditions of Post:

- Compliance with the Data Protection Act (2018) & UK GDPR.
- Attendance at appropriate events within and outwith Orkney.
- Occasional out of hours work.

Working Conditions:

Hours of work: 35 hours per week, normally 9am to 5pm (1 hour lunch break - coordinated with other staff to ensure continuous cover)

Place of Work: Association's office though some home working may form part of an agreed working pattern.