

Job Description and Person Specification

Job Title	Assistant Director of Finance, Treasury & Procurement
Department	Finance
Reports to	Director of Finance
Responsible for	Finance, treasury, financial control, audit, business planning, financial modelling & analysis, risk & assurance, payroll, rent & service charges, insurance securitisation and procurement.

Summary of Core Purpose

A key leadership role providing support and deputising for the Director as and when required, and to ensure that we achieve, and maintain, high standards in financial viability particularly in relation to regulatory assessment.

Specifically, to have significant input into developing our finance, treasury, procurement, value for money and associated strategies, plans and processes ensuring that we are well positioned to deliver our business aims to be resident focused and provide continuous value for money.

Main Accountabilities

Strategic

- Contribute to the formulation and delivery of our business and operational financial plans and strategic thinking on new approaches and challenges.
- Provide strategic leadership across line management boundaries and work collaboratively with other senior leaders to inspire confidence, provide motivation and support to managers and senior professionals, to ensure that strategic priorities are delivered.
- Lead on key strategic projects/portfolios in relation to finance, treasury and procurement as requested by the Director Finance and Executive Team.
- Support the Director of Finance in the development of the Group's value for money strategy and action plan, lead on the monitoring and delivery of agreed actions and ensure its principles are embedded within the organisation.
- Lead on the promotion of a value for money culture throughout Housing Solutions.
- Provide strategic leadership and direction to the finance, treasury and procurement teams, ensuring compliance with all statutory, regulatory and legal expectations.
- Take a lead role on financial control, risk and assurance, with a particular focus ensuring that Housing Solutions complies with regulatory requirements.
- Deputise for the Director of Finance across all accountabilities in relation to finance, treasury and procurement.
- Ensure that diversity is valued, championed and promoted.

Finance

- Lead on the review, design and implementation financial accounting systems that ensure financial health, efficiency, continuous improvement, modernisation and effectiveness.
- Working with the Head of Finance, ensure that our financial systems support long term financial planning and budgetary control and that the dynamic use of data and appropriate technology, contribute to our

focus on providing modern, agile resident-focused services and that we employ insight and collaboration in our decision making.

- Preparing and presenting relevant reports to the Board, and its committees, providing professional advice and accurate and timely financial and procurement information.
- To ensure the correct treatment of all tax issues, including Corporation Tax, VAT and CIS. To ensure that effective tax planning takes place.
- Ensure Housing Solutions complies with the most up to date financial accounting standards, drafting, developing and maintaining effective working policies and procedures ensuring that the company achieves its objectives and fulfils its statutory and compliance obligations.
- Oversee production of management accounts, financial statements and external audit.
- Oversee the operational risk map for the finance directorate.

Treasury

- Ensure an efficient and effective treasury service is delivered supporting the ability of Housing Solutions to achieve its growth aspirations.
- Responsible for reviewing and implementing the Treasury Management Strategy.
- Oversee short term cash flow, cash requirements and placement of surplus funds.
- Administration of funder's requirements under the loan facility including loan rollover instructions, drawdown notices and covenant compliance and other non-financial undertakings.
- Oversee the security requirements of Housing Solutions.
- Assist with financial negotiations to ensure funding is in place as and when required.
- Oversee long term financial planning, scenario analysis and stress testing.
- Oversee completion of financial regulatory returns.

Business Planning

- Lead and contribute to the development and delivery of business plans and operational action plans where appropriate.
- Collaborate with service heads and lead service improvement projects to deliver the Finance Strategy and support other key strategies across the Group.
- Continually improve people, processes and systems to meet customer need, through innovative thinking, challenging existing working and management practice and being a visible change leader in support of the business aims.

Procurement

- Ensure Housing Solutions has a professional, efficient and effective procurement service that actively contributes to and supports the Value for Money Strategy.
- Ensure compliance of the Standing Orders.

Relationships

Deal with a variety of internal staff; management, Directors, Board members and external stakeholder and partners including finance, audit, regulatory and compliance bodies

Financial Accountability

Direct budget responsibility for:

- Treasury: an annual budget of £13m and a loan portfolio of £400m
- Procurement: an annual budget of £0.15m and contracts circa £6m
- Finance: an annual budget of £1.7m

Other budget responsibilities:

Leading on the annual budget preparation

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Qualified CCAB Accountant (e.g.ACA, ACCA and FCMA). • Evidence of continuing professional development as a senior manager/ leader. 	<ul style="list-style-type: none"> • First degree or equivalent.
Experience	<ul style="list-style-type: none"> • Experience leading a finance team. Covering the full breadth of finance and financial control accountabilities. • Experience of leading the financial and management accounts services for a business including experience of being innovative, inspirational and leading change. • Experience of contributing to the development of finance strategy and financial and strategic planning. • Experience of partnering with senior managers and/or executive team members. • Experience of leading and achieving high quality customer-focussed services. • Experience of writing and presenting reports at executive and board level. 	<ul style="list-style-type: none"> • Previous experience of using Collaborative Planning budget software. • Experience of leading a team wider than finance e.g. procurement. • Previous experience of using Open Housing, and Servitor.
Knowledge, skills and abilities.	<ul style="list-style-type: none"> • Have a high level of analytical and problem-solving skills. • Excellent interpersonal skills including strong communication, influencing and negotiating abilities and the ability to contribute to the strategic thinking of the business. • Ability to deputise for the Director across finance and related matters. • Ability to prioritise a varied workload and work well under pressure. • High level of business and commercial awareness. • Ability to challenge status quo and introduce more innovative, agile, modern or efficient ways of working. • Ability to effectively monitor performance and take ownership to identify and resolve any concerns. • Ability to motivate, challenge and lead a team effectively. • Strong understanding of value for money and the ability to take a lead role and achieve demonstrable continuous improvement. • Be confident in making important and high level decisions. 	<ul style="list-style-type: none"> • Knowledge of public sector or housing association procurement rules
Circumstances/ other	<ul style="list-style-type: none"> • Out of hours work includes: Board, committee, and other organisational events; attending external meetings; and responding to emergency situations • Ability to drive with access to a car 	