



JOB DESCRIPTION

Job Title	Director of Finance and Corporate Services
Reporting To	Chief Executive Officer
Grade	EVH Grade 10, SM 19-21
Salary	£65,905 - £68,552
Key Objective	
Ensuring Shettleston Housing Association delivers excellent strategic and financial planning, management and control; internal customer service and the highest standards of governance within the group.	
Job Overview	
To be an inspirational leader and provide strategic direction to the finance and corporate services team focussing on value for money, organisational development, continuous performance improvement and supporting ambitious business growth while ensuring compliance with statutory, legal and regulatory requirements.	
Key Responsibilities	
Strategic responsibility for financial and corporate planning; external and internal audit; risk strategy, management and reporting; treasury management and financial stewardship; Human Resource Management; IT and data management; policy development and review and ensuring excellent standards of governance. Actively supporting the Executive and Senior Management Teams and reporting to Management Committee, Corporate Services Committee and Subsidiary Boards.	
Direct Reports	
The role has three direct reports. These are the Finance Manager, the HR/ Organisation Development Manager and the Senior IT Officer who manage a total of ten other staff.	
Key Outcomes	
<ol style="list-style-type: none"> 1. Through the Executive Team, to provide corporate leadership to the Association and develop a clear sense of direction for the growth and development of the Association. 2. To develop, support and challenge the Senior Management Team to excel in the achievement of the Association's strategic objectives 3. To ensure the Association and its subsidiary accounts are prepared on an annual basis in compliance with SORP requirements and report to the Management Committee and/or the Audit Committee 4. To ensure that the Association meets its existing and future loan covenants; has sufficient financial resources to meet its long term business planning requirements; including the effective and timely negotiation of funding agreements, as necessary. 5. To lead on the delivery and maintenance of excellent governance across the Group to ensure compliance with the Association's own Rules and governance framework, the law and the 	

requirements of the Scottish Housing Regulator, OSCR and other relevant bodies.

6. To ensure the ongoing financial viability of the Association and its subsidiaries through effective long term financial planning, appropriate treasury management and effective and efficient use of resources.
7. To ensure that the Association and its subsidiaries deliver value for money using industry benchmarking data and challenging financial assumptions. To ensure that the appropriate financial policy documents and associated financial returns are prepared timeously and comprehensively for report to the governing body.
8. To liaise with external Auditors to ensure that the Association's finances are robustly audited and that the certificated Annual Report and Financial statements are presented to the Association's annual general meeting each year.
9. To lead on corporate risk and implementation of the risk strategy including applying a risk based approach to business planning and internal audit.
10. To oversee and coordinate the annual budget process, including assisting with the annual rent review, to meet the budget setting schedule.
11. To lead on Association's IT strategy and policies, ensuring effective implementation and that existing systems are effective for the benefit of the Association, our subsidiaries, customers and staff.
12. To ensure that the Association and its subsidiaries comply with all data management requirements from the ICO and GDPR.
13. To lead on the development of HR Policies and procedures to ensure effective and efficient use of resources and deliver and attract and retain talent.
14. To contribute to the ongoing management and development of SHR's subsidiaries.
15. To lead, provide strategic direction, develop and motivate the full staff team and specifically the Finance and Corporate Services Team to ensure a positive culture of teamwork and co-operation guided by the Association's values.

Key Competencies

The Director of Finance and Corporate Services will:

Plan for the Future:

Strategic thinking in leading and managing change.

Identification and timely reaction to any challenges arising from external environmental analysis impacting on the RSL sector and the Association.

Alignment of SHA's vision and business plan requirements to tangible resource requirements

Development of talent within SHA by acting as a role model and ambassador for the Association

Personal development and promoting opportunities for staff development

Achieve Outcomes

Analysis and assessment of group performance against goals and identification of areas for improvement including translating business opportunities and growth potential into concrete measures that are beneficial for the Association.

Resource management, evaluating the financial impact of decisions and developing short and long term strategies to address financial resource requirements

Planning and setting clear strategic direction and expected outcomes for the Team.

Leadership, developing staff, delegating authority to empower them, ensuring they are accountable for their actions and outcomes through their performance and regular appraisal.

Build Strong Relationships

Strategic networking to build and maintain strong and identifiable links with key contacts, demonstrate excellent relationship management skills and influence these external networks.

Skilled communications to manage strategic communications for the Association in high profile situations including with the Scottish Government, statutory agencies, funders and the media.

Strategic negotiation, constructively working towards win-win solutions and achieving successful outcomes with stakeholders.

Political acumen in handling complex, difficult and sensitive situations effectively and acting quickly under pressure to protect the Association's reputation and meet our obligations.

Perceptive and empathetic leadership, demonstrating social and cultural awareness and an ability to relate well to a diverse range of people.

Key Contacts**External**

Scottish Government
 Scottish Housing Regulator
 OSCR
 Funders
 Information Commissioner
 Glasgow City Council
 Partner RSLs (Best practice forums)
 Industry bodies (GWSF, SFHA, CIH).

Internal

Management Committee
 Corporate Services Committee
 Executive Team
 Senior Management Team
 SHA subsidiaries

Terms and Conditions

Salary : EVH Salary Scale SM19 – 21 (£65,905 - £68,552)

Pension : SHAPS CARE 70th Scheme or DC Scheme

Annual Leave : 25 days per annum

Statutory Holidays : 15 days per annum

Other : Professional Subscription Paid
 : TOIL Scheme Operates