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**JOB DESCRIPTION**

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| **Date:** January 2019  **Job Title**: Finance Director  **Reporting To:** Chief Executive |

**OVERALL PURPOSE OF THE JOB**

The Finance Director is an Executive Director on the Weslo Housing Management [WHM] Board and also its subsidiary company’s board, Weslo Initiatives Limited [WIL].

Alongside the Chief Executive, Operations Director and Human Resources Director, the postholder is a member of the Executive Team and is responsible for leading and managing the Finance department which employs 6 members of staff.

The postholder is responsible for effective financial and treasury management in accordance with financial management standards and regulation ensuring financial viability as a Registered Social Landlord and registered charity.

**MAIN AREAS OF RESPONSIBILITY**

1. As a member of the Board and Executive team, contribute to the effective Corporate Governance and Business Planning of the company including the identification and management of risk.
2. Ensure the Vision, Mission and Values of Weslo are embedded into the company.
3. Provide strong strategic leadership, management and representation of the Finance team ensuring effective budgetary control, exceptional service delivery and high levels of performance.
4. Develop and monitor Weslo’s Treasury Management strategy ensuring the company utilises its financial capacity to deliver tenant services.
5. Embed sound financial planning for Weslo Housing Management and its subsidiary by forecasting, maintaining and regularly reporting to the Board, Auditors, Government, funders, Scottish Housing Regulator and other stakeholders as required.
6. Establish, implement and maintain accounting strategies ensuring that finance options are sourced, available and accessible for the company to deliver its strategic objectives.
7. Ensure that the company complies with its loan covenants through regular engagement with funders.
8. Ensure robust monitoring of performance by regularly reviewing and reporting on the strategic, financial and business objectives relating to the functional areas of responsibility by developing a strong performance culture.
9. Establish, develop, implement and review financial policies, procedures and systems necessary to ensure sound financial governance.
10. Ensure Weslo has a sound financial position from which to invest in its assets.
11. Promote Value for Money into every aspect of Weslo’s business.
12. Prepare and present annual accounts [WHM and WIL] to their Boards at the respective AGM’s.
13. Ensure financial controls are in place and the financial management of the company complies fully with legal, contractual, regulatory and audit requirements.
14. Lead on the internal and external audit functions including presenting and managing the findings of all Audit reports to the WHM Board; including Executive Team recommendations.
15. Maintain the company’s financial regulations in line with SHR guidance.
16. Lead on the Procurement strategy for Weslo ensuring relevant policies and procedures are adhered to.
17. Ensure the company has adequate insurance policies to cover all areas of the business and that claims are correctly processed.
18. Ensure all potential stock acquisitions and new build projects are subject to rigorous financial appraisal.
19. Comply with all Weslo’s policies and procedures including Financial Procedures, Data Protection, Code of Conduct, Health and Safety and Equality.
20. Any other duties within the parameters of the role and to meet the needs of the business.

**Job title: Finance Director**

**Reporting to: Chief Executive**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **EDUCATION AND QUALIFICATIONS** |  |  |  |
| Degree or equivalent level qualification in Accountancy/ Finance | √ |  | Application |
| Recognised professional qualification and current membership of a relevant professional body e.g. CA, ACCA, CIMA, CIPFA | √ |  | Application |
| Full drivers licence | √ |  | Application |
| **KNOWLEDGE AND EXPERIENCE** |  |  |  |
| Significant experience of leading, managing and developing a Finance team | √ |  | Application and Interview |
| Significant experience in financial management and control of a minimum turnover of £10 million | √ |  | Application and Interview |
| Extensive accountancy, treasury management and financial management experience demonstrating understanding of Finance Legislation, regulatory requirements, financial modelling. | √ |  | Application and Interview |
| Experience of risk management and sound governance matters | √ |  | Application and Interview |
| Knowledge and experience of providing ‘Value for Money’ services | √ |  | Application and Interview |
| Experience of financial statements, statutory accounts, management accounts, budget setting and monitoring | √ |  | Application and Interview |
| Experience and understanding of Housing Management and Financial Management ICT systems | √ |  | Application and Interview |
| Working knowledge of Microsoft Office to meet the requirements of the post | √ |  | Application |
| Understanding of payroll and associated procedures and requirements | √ |  | Application and Interview |
| Extensive knowledge and experience of the RSL funding environment | √ |  | Application and Interview |
| Extensive knowledge and experience of internal and external audit functions | √ |  | Application and Interview |
| Extensive knowledge and experience of the Social Housing Sector including the current grant funding regime | √ |  | Application and Interview |
| Proven experience of leading on Procurement strategy | √ |  | Application and Interview |
| Experience of Corporate, Business planning and performance management | √ |  | Application and Interview |

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| Experience of financial strategy and policy development | √ |  | Application and Interview |
| Experience of effectively leading and managing organisational change | √ |  | Application and Interview |
| Experience of public speaking and representing the company and/or sector |  | √ | Application and Interview |
| Experience of preparing and presenting business reports to Board | √ |  | Application and Interview |
| Knowledge and understanding of Data Protection Legislation | √ |  | Application and Interview |
| Previous experience of being a member of a Board of Management |  | √ | Application and Interview |
| **Skills and Qualities** |  |  |  |
| Ability to communicate complex financial information to non-specialists | √ |  | Interview |
| Excellent written and verbal communication skills | √ |  | Interview |
| Strong analytic, influencing and negotiating skills | √ |  | Interview |
| Ability to lead, inspire and develop people | √ |  | Interview |
| Ability to work collaboratively and develop effective internal and external professional relationships | √ |  | Interview |
| An effective team player | √ |  | Interview |
| Committed to continuous professional development | √ |  | Application |
| Resilient and self-aware to manage the responsibility and demands of the role | √ |  | Interview |
| Energetic and highly motivated | √ |  | Interview |
| A positive can-do attitude | √ |  | Interview |
| Critical thinker | √ |  | Interview |
| Ability to make objective and difficult decisions | √ |  | Interview |