

Role Profile

The purpose of this document is to give a high-level description of the role, to enable you to have a reasonable understanding of what are the main responsibilities and objectives. In addition, the person specification indicates the skills and experience that you will need to be successful in this role.

Job Title:	Head of Finance Reporting and Control		
Directorate:	Finance	Department:	Finance
Reports to:	Finance Director		
Line management responsibility:	Finance Manager		
Budgetary responsibility:	Yes / No Approximate amount: £500k direct / £15 million indirect		
Prepared by:	Grant Giles – Finance Director		
Date:	09/02/23		

Overall team / department purpose:

The purpose of the team is to provide strategic financial management and accountancy services, ensuring control of financial viability and enabling decision making through effective production of management accounting and the delivery of financial controls. In addition to ensuring that the association complies with its regulatory requirements, manages risk and ensures the Board, committees and Executive Team are provided with the relevant information to undertake assurance activities.

Overall role purpose:

Provide management and leadership of the finance team ensuring development of both colleagues and services providing including; management accounts, external reporting, balance sheet control, cashflow forecasting, business process engineering, reviewing and challenging CAPE, financial analysis and MI reporting. In addition lead on external auditing and annual financial statement generation with a focus on improving controls processes and systems.

Key working relationships:

Who?	How?
Internally	
Executive Team	Deliver technical accounting advice, support for key projects and delivery of accurate and insightful financial reporting. Business partner with the Executive Team. Deputise for the finance Director as required.
Board	Provision of accurate data and information for the purposes of assurance and board meetings.
Direct reports	Line management, coach, support, and lead Encourage feedback and open dialogue
Wider finance directorate	Work closely to ensure overlaps and collaboration between the functions. Provide leadership to the finance directorate.
Senior Management Team	Focus on fostering a business partnering culture, inviting challenge and scrutiny to improve services and providing feedback to other managers to improve ways of working.
All colleagues	Ensure the finance team work collaboratively with all areas of the business and support and enable colleagues.
Externally	
External Auditors	Lead and key partner through the annual external audit process
Internal Auditors	Lead and partner our internal auditors on financial internal audit activities
Customers	Support preparation of the annual report and lead on preparation of the annual financial statements. Provide effective communication with regards to financial changes impacting customers.
Regulator of Social Housing	Support accurate delivery of required regulatory returns. Lead on communication with regulator.

Key role responsibilities:

1. Providing leadership of the operational finance team ensuring line management and development of both the team, processes and services provided to the business.
2. Set the strategic direction for the team and provide input into the wider corporate strategic plan. Effectively monitor team performance and provide escalation for performance issues.
3. Provide technical advice and support in business decisions and projects acting as a critical friend.

4. Ensuring that the monthly and annual financial statement preparation is undertaken with management information provided in an accurate and insightful manner providing effective challenge and scrutiny.
5. Provide the full end to end audit process with regards to financial reporting as a key partner ensuring resource is aligned and all stakeholders have sufficient preparation and time to deliver.
6. Business Partner the Senior Operational team providing insight and challenge to support in the delivery of the operation.
7. Continuously review and implement effective financial controls ensuring that the association creates and embeds a strong financial control environment and VFM culture.
8. Lead the service charges and rent setting for the association with regards to financial information and assurance with a focus on maximising income opportunities.
9. Lead the transactional finance team ensuring suppliers are paid on time, accounts are managed and sufficient controls and review is in place.
10. Accurate completion of regulatory returns including the FVA and quarterly cashflow forecasts.
11. Collaborating with operational functions to create robust long term financial plans and annual budgets.
12. Deputise for the financial director where required.
13. Responsible for generating and owning the finance KPIs for the business and working with operational leads to create viable solutions.
14. Ensure compliance with regulatory and statutory requirements.

Responsibilities for us all:

- Work with all our colleagues, customers and stakeholders in a collaborative and supportive way that reflects our Values.
- Demonstrate a commitment to value for money and high-quality customer service in all that we do.
- Be an ambassador for the organisation, representing Brighter Places in a positive manner and creating a positive impression with all internal colleagues and all external customers and stakeholders.
- Contribute to Brighter Places being a diverse and inclusive organisation.
- Act at all times within laid down guidance and requirements in our Rules, Policies, Procedures, Standing Orders and Financial Regulations, the Code of Conduct and Colleague Handbook.
- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role and in your team.
- Be flexible to change within the organisation when necessary and provide assistance, if required. Undertaking any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

No role profile can be entirely comprehensive, and the post holder will be expected to carry out such activities that are required and are broadly consistent with the above role profile. Role profiles are subject to continuous review and will be updated on an ongoing basis subject to management discretion. Significant changes to the role will be discussed with job holders.

Values and Behaviours	
We are Human	We listen to people’s stories, so they never feel like a cog in the machine. We keep our minds open and always take time to empathise and understand the needs of our communities, anyone who works with us and anyone who asks us for help. We treat people with respect and honesty. We collaborate with other organisations to achieve our goals and we trust each other.
We Bring It	We think big. We work hard to achieve our goals and we are always ready for the next challenge. We bring everything we’ve got to everything we do – so we can build the best communities possible.
We Speak Truth	We trust each other and we’re honest. Our working community is blame-free and supportive. This means we can make mistakes, own them, and learn from them without fear. We are open with the people we serve and we keep the conversation going.
We belong	We believe in diversity, equality, dignity and the freedom to be. Whoever you are, wherever you’re from and whatever your life story, you have a place in our communities. You are valued and you belong.

Person Specification

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> Qualified Accountant with relevant experience ACA / CIMA / ACCA 	
Experience, knowledge & understanding	<ul style="list-style-type: none"> Significant previous experience in a senior leadership role within finance. Experience of establishing strong financial control environment. Up to date knowledge of current UK accounting standards and requirements. 	Experience in Social Housing

	<ul style="list-style-type: none"> • Experience of producing insightful management information that impacts business decisions. • Experience in developing and delivering financial strategy. • Leadership experience and development of a high-performance team. • Experience in both business partnering with senior members of the team and creating a partnering culture with finance. • Establishing strong financial control environment • Strategic level experience in financial management • Proven experience in setting and managing budgets and managing supplier performance • Demonstrable experience of successfully managing a number of complex projects. • Proven abilities in communicating clearly with and engaging colleagues particularly at times of change. • Experience of working with privacy and electronic communication regulations, data protection and GDPR regulations 	
Skills & abilities	<ul style="list-style-type: none"> • Commercial awareness and the ability to analyse and 	<ul style="list-style-type: none"> • Effective project management skills

	<p>communicate complex information with clarity.</p> <ul style="list-style-type: none">• Experience in financial modelling, preparation of statutory accounts, long term cash flow preparation responsibility for regulatory compliance and budgetary preparation and control and risk management• An ability to think strategically, horizon scan and plan, taking into account external factors that will influence the future of the association.• Understanding of change management and able to bring together differing cultures to provide an environment for the creation of new and sustainable organisational models.• Leads by example, prepared to get involved but trusts the team to deliver with their guidance.• Identifies and implements new ways of working, improving service standards, efficiency and value for money.• A collaborative approach able to develop and sustain partnerships with a range of external and internal stakeholders.• Highly analytical and numerate, able to gather, utilise and assimilate information.	
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	<ul style="list-style-type: none">• Able to prepare and present clear, concise written reports for Boards and Executive Team.• Highly confident with data analysis, interrogating and manipulating data to spot trends and manage performance• Has excellent written and verbal communication skills and can demonstrate an ability to take complex, strategic initiatives and communicate them with all stakeholders using appropriate, relevant language and techniques.• Able to make sound judgements, developing creative solutions to complex problems and issues.• Excellent people management skills and the ability to inspire and influence those around them, with a proven record for developing others, building capabilities within areas of responsibility and performance management while demonstrating intellectual and emotional resilience.• IT literate and willing to champion the optimisation of the use of IT and other new technology.• Highly confident with data analysis, interrogating and manipulating data to spot trends and manage performance	
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	<ul style="list-style-type: none"> • Able to influence all levels of colleagues to influence, achieve buy in and cooperation 	
<p>Personal characteristics</p>	<ul style="list-style-type: none"> • Values driven with a solid moral compass. • Solution focused mindset. • A confident, dynamic, and supportive leader and team player. • Highly motivated, enthusiastic, and dedicated. • High standards of integrity, fairness and professionalism and ability to build trust and respect throughout the organisation. • Can do attitude. • Keen eye for detail. • Resilient when handling conflict. • Determined to go the extra mile. • Can deal with challenging situations calmly and assertively. • Drive and commitment to consistently deliver challenging targets. 	

Other		
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