

## **Head of Finance, IT & Corporate Services Job Description**

<b>RESPONSIBLE TO:</b>	<b>Chief Executive</b>
<b>RESPONSIBLE FOR:</b>	<b>Senior Finance &amp; IT Officer; Finance Officer; Business Development Officer, Corporate Services Officer and Office Cleaner</b>
<b>AUTHORITY:</b>	<b>Sign General account cheques up to £10,000 See Detailed Financial Procedures Policy.</b>

### **OVERALL AIM OF THE JOB**

As a key member of our Senior Management Team, our Head of Finance, IT & Corporate Services is responsible for management of the Associations financial affairs, including maintaining our accounting records, budgets and budget monitoring. This includes preparing Annual Financial Statements for audit, and all relevant returns to our Regulators, including HMRC, FCA and OSCR, as well as preparing individual company Financial Statements for all our group companies.

In addition, the Head of Finance, IT & Corporate Services manages our Corporate Services Officer, IT systems and Security.

### **MAIN ACTIVITIES OF THE JOB**

- Develop and maintain a sound budgeting and accounting framework to ensure that our Association and Trading subsidiary finances are well managed, meet statutory and regulatory requirements, safeguard assets and promote long term viability.
- Develop and maintain financial strategies and projections which will best serve the overall business objectives and meet statutory and regulatory requirements.
- Manage the Internal and External Audit functions to ensure that there is an effective system of internal financial control which will safeguard Association assets.
- Ensure sound Treasury Management arrangements are in place to maximise investment and minimise liabilities within acceptable levels of risk, and ensure compliance with lenders' covenants.
- Ensure statutory regulatory returns, accounts and grant claims are properly prepared and submitted timeously to meet performance and regulatory requirements and protect funding resources.
- Provide robust financial and performance information to demonstrate accountability to tenants and other stakeholders.
- Through the budgetary / accounting framework, ensure that all parts of the Association are provided with the financial advice and information they require to implement their activities.
- Responsible for day to day management of our Finance, IT and Corporate Services teams.

Last Reviewed: July 2024

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- Manage and support staff through the Business Planning and staff appraisal frameworks to ensure that our Finance IT and Corporate Services teams have a thorough understanding of the business.
- Advise Management Committee on financial, auditing and IT matters and ensure that they receive the right financial information to allow them to monitor financial performance and targets and develop viable solutions to meet the Association's objectives.
- Ensure our IT hardware and software systems are kept up to date and are appropriate for our business requirements, including appropriate management and monitoring of our IT security systems.
- As part of the Senior Management Team contributing to the overall management of the Association, including participating in the sub committee and Management Committee meetings as required.
- Writing and reviewing policies and procedures for all areas of responsibility.

### **EXAMPLES OF TYPICAL AREAS OF RESPONSIBILITY**

- Active participation in the Association's Senior Management Team.
- Play a lead role in the development and review of strategic, operational and financial plans for the Association and its trading subsidiary.
- 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 Associations IT Strategy.
- As part of the Senior Management 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 Associations 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 negotiation of funding and refinancing needs and opportunities.
- Financial planning and budgetary control.
- Ensuring compliance with all relevant accounts 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

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- Monitoring expenditure on development projects and ensuring timeous draw down of grant and loan funds.
- Procurement of insurance and consultant services as required.
- Enabling innovation and improvements in working practices.
- Ensuring that the Association's equipment and systems for information technology improve communication, productivity and reduce operational costs, meet statutory requirements, Best Practice, Best Value and the Association policies.
- Principal areas of activity include Network administration, Software review & upgrade, Computer procedures including Disaster Recovery, Data security and Backup, Archival maintenance in conjunction with the Principal Budget Holders.

### **OTHER FEATURES OF THE JOB**

- Instruction, support and supervision of managed staff.
- Training of staff as appropriate.
- Ensure all information, reports and statistics are recorded, processed, or produced in line with: GDPR, Hjaltland's policy and procedures and any regulatory requirements, within agreed timescales.
- Ensure compliance with Health & Safety policy and procedures and promote these across the organisation.
- Demonstrate flexibility and a willingness to respond to the dynamic and changing needs of the organisation.
- Participation in promotional, marketing and community events relating to Hjaltland's work, acting as an ambassador for the organisation.
- Attend, out of normal working hours, as required re: call outs in relation to emergency situations, meetings in the evening or weekends associated with your role and relating to Hjaltland's work.
- Deputise for the Chief Executive as required in conjunction other Senior Management.
- Any other duties as may be reasonably requested by the Chief Executive or the Board.

### **JOB LOCATION**

The Post-holder will be located in the Association's offices in Lerwick.

This job description will be reviewed at least once annually or otherwise at the request of the Post-holder or the Chief Executive.

Date \_\_\_\_\_

Review Date \_\_\_\_\_

Last Reviewed: July 2024