**Director of Finance**

**Finance, IT & Procurement Team**

|  |  |
| --- | --- |
| **Reporting to** | Chief Executive Officer |
| **Salary Band** | L1 to L5  £67,010 to £78,275 |

**This Role Profile will give you a broad outline of the role.**

Those newly appointed are expected to start at £67,010 working 35 hours per week working between Monday to Friday between the hours of 9am – 5pm.

**The Opportunity**

As part of the Executive Management Team the post leads the strategic financial management of the organisation whilst ensuring a broad range of compliance standards are met. The key areas of responsibility include Finance, Procurement, ICT & Digital strategy reporting to the Chief Executive and Management Committee.

**At Loreburn we like to think big, but it’s the little things that make us special.**

You’ll be joining a GREAT team in a values-led, community-based Housing Association. As a small Association, with just over 2,700 homes, we’re not the biggest, but we do aspire to be the best at all we do and set high standards to achieve our ambition.

Your role will be predominately home-based and working remotely as per our hub, home and roam model (Dumfries & Galloway)– in person meetings throughout D&G is a requirement of post.

Our shared ambition will motivate you, giving you freedom to drive your career and develop your role and experience, as our team is always evolving and adapting to the needs of the organisation.

Our trust-based flexible working arrangements mean that although you must meet customer and business requirements, we’re open to you working flexibly so you never have to miss those important events in life. You can talk to us if you need something more regular.

**The Job**

To ensure services are to be delivered in line with the strategic business objectives set by the Loreburn Group which reflects the needs of all customers and stakeholders, and the Mission, Vision and core values of the organisation.

The key part of the role is effective delivery of our strategic financial objectives ensuring that the Loreburn Group’s finances and key objectives are delivered in accordance with regulatory standards and statutory requirements. However, the Director of Finance will also play a wider role in ensuring Loreburn’s continued success and delivery against the objectives by:

* Providing inspirational leadership by embedding the Loreburn HA values in all aspects of work; being a superb role model for staff and managers. Empowering staff to embed an innovative, creative, customer focussed culture across the organisation, learning from feedback and shaping services accordingly.
* Driving the value for money agenda, delivering high-quality, cost-effective services which enable us to achieve the organisation’s Business Plan, Vision, Mission and Strategic Objectives whilst ensuring sound financial management.
* Playing a significant role in the Executive Team helping to maintain and continually improve organisational performance, outcomes, governance standards and that the relevant policies and procedures are adhered to.
* Advising Management Committee and the Executive Team regarding legislation, accounting standards, regulatory standards and best practice.
* Ensure compliance with good governance practice and other relevant statutory and regulatory requirements, with specific regard to companies, charities and Registered Social Landlords
* Servicing the Management Committee including those leading the audit function, and any other sub-committees or subsidiary company Boards, including directorship of subsidiary boards where necessary, as directed by the Chief Executive.
* Contributing to the financial strategic direction of the Group, through the business planning process, ensuring LHA’s ongoing financial viability and sustainability.
* Have strategic responsibility for financial planning and performance for the Annual Budgets and 30-year Financial Plans and managing the ongoing financial performance in line with these plans.
* Management of internal audit, external audit, treasury management, submission of all relevant regulatory returns.
* Ensuring that the Board of subsidiary Dumfries & Galloway Homes receive regular and clear reports on all aspects of their finances and corporate performance.
* Proactively engaging with a range of stakeholders in relation to the Group’s financial performance
* Actively identifying and rating risk; monitoring, managing and mitigating risk across all functions; ensuring risk is satisfactorily assessed in relation to financial planning, including projections and scenario planning.
* Ensuring that governing body and senior staff members are fully appraised of risks in advance of and during proposed major expenditure, including major property works and new build housing developments.

**Key Dimensions of the Role**

**Executive Responsibilities**

* As a member of the Executive Team, adopt a collaborative and supportive approach, maintaining up to date professional knowledge and providing advice and assistance to colleagues as required.
* Working with the Management Committee, Chief Executive and other Directors contribute to the effective shaping, management and delivery of strategic & corporate plans, priorities, targets and objectives and the preparation of annual and long-term business plans, annual reports and other communications.
* Be an ambassador for Loreburn. The role is high profile and requires a proactive approach to promoting the organisation and its objectives to external stakeholders, building long-term relationships ultimately ensuring that the Loreburn Group is highly regarded by all.
* To provide professional advice and support to the Chief Executive, Management Committee and Sub-Committees with financial, legislative, regulatory, and strategic guidance on all finance, treasury, and corporate performance functions.
* Manage and advise on Association’s Insurance requirements.
* Provide support to the Chief Executive as required.

**Strategic Management of Finance Function**

* Leadership and management of the Head of Finance and wider Finance Team to deliver services efficiently and effectively to agreed standards. Maintain and develop effective and robust systems of financial and internal controls.
* Oversee financial aspects of housing development and asset management including financial appraisal of asset and new build proposals. Lead on all major financial negotiations in relation to such strategic investment/development objectives.
* Overall responsibility for external audit and internal audit
* Oversee the preparation of statutory financial statements, liaison with external auditors and approval by the Governing Board
* Ensure that regular management information on key financial indicators, cash flow and operational performance is provided in liaison with Chief Executive and other Directors alongside presentation of quarterly management accounts to Management Committee
* Develop and update the annual and 30-year financial plans/projections whilst ensuring that the association’s financial business plans are continually reviewed.
* Report to Board and arrange for appropriate review of pensions provision for staff to ensure it is appropriate and cost effective.
* Work with Director of Housing Services to arrange annual rent increase consultation.
* Ensure Value for Money from any borrowing required, lead on management of strategic relationships with banks, and ensure that all financial covenants are well managed.
* To be responsible for treasury management including the raising of long-term finance, ensuring an effective treasury strategy and policy is in place and reporting adherence to this to the Audit & Compliance Committee. Maintain ongoing relationships with existing funders, ensuring they receive regular information on the organisations position.

**Governance**

* Produce and manage an annual calendar of events to ensure LHA meets its regulatory and statutory requirements of returns to Scottish Housing Regulator, Pensions Provider, FCA, OSCR and any other regulatory bodies as required. Working with the Leadership Team to ensure that regulatory returns are delivered.
* Compliance with the Scottish Housing Regulator’s Regulatory framework, Performance Standards & Good Practice Guides
* Ensure compliance with internal financial policies, procedures, and accounting standards.
* Administration of the Audit & Compliance Sub Committee
* Strategic Management of Risk Register in consultation with the Chief Executive and other Directors. Take responsibility for the development and review of Risk Management Policy

**Procurement**

* Overall responsibility for the procurement of goods and services across Loreburn ensuring cost benefit analysis and value for money are embedded.
* Establishment and regular review of business management systems compliant with procurement legislation and guidance, including seeking of specialist advice where necessary.
* Ensure the organisation’s contracts register for both regulated and unregulated procurement is managed, and key contracts have plans in place for renewal.
* Ensure a culture of value for money is implemented and adhered to across the business which results in Loreburn customers being confident an excellent deal is being procured for every pound of their money that we spend.
* Production of an annual procurement report to the Scottish Government, alongside ensuring the Procurement Strategy remains relevant with annual plans set to ensure key deliverables are met.

**ICT and Digital**

* Strategic responsibility for developing monitoring and supervising delivery of the Digital Strategy
* Working with our Head of Governance & Assurance, supervise Data Protection responsibilities and ensure that we meet our GDPR and FOI requirements.
* Ensure we compliant with Cyber Security recommendations and appropriate disaster recovery plans are implemented and reviewed regularly.
* Develop digital capabilities to ensure we are planning and implementing efficient and effective use of ICT. Provide appropriate direction and support for the digital skills required by our employees and Board members.
* Develop and deliver an effective ICT infrastructure to ensure effective arrangements for all IT and digital development including support from our IT consultants and software suppliers.
* Lead and direct arrangements for effective IT monitoring and development, budgets and contracts for network support in collaboration with Executive Team and other colleagues

**Continuous Improvement**

* Implement a review and continuous improvement culture involving benchmarking, performance reviews and customer involvement, ensuring we remain focussed on continuous improvement rather than past performance.
* Ensure our performance against the Scottish Housing Standards and value for money results in Loreburn being recognised as one of the best performing Housing Association’s in Scotland.
* Provide strategic and innovative leadership where necessary to help develop and drive new initiatives, ensuring the exploration of new initiatives is an integral part of our approach.

**Exceptional Customer Experience**

* Ensuring our customers’ views are at the centre of our strategies and improvements.
* Drive an evidence-based approach to designing our services, ensuring we listen to our customers, learn from their feedback and prioritise.

**Person Specification**

The Person Specification acts as selection criteria and gives an outline of the types of skills and characteristics required to do the job effectively.

|  |  |
| --- | --- |
| **Specification** | **Essential or Desirable** |
| Qualifications |  |
| Educated to degree level | E |
| Possession of a relevant accountancy qualification e.g. (ICAEW, ICAS, ACCA, CIPFA, CIMA) | E |
| Knowledge, Skills & Abilities |  |
| Excellent up to date knowledge of statutory and regulatory requirements as they apply to Financial Management including Scottish Housing Regulation, Financial Regulation, EU Procurement, Health & Safety etc. | D |
| Motivation leadership skills that inspire senior managers and staff to work effectively both individually and as a team in a changing environment. | E |
| Experience |  |
| Extensive experience of working within the sector including financial / budget management, performance management, H&S, corporate governance, organisational development / Treasury management | E |
| An experienced all-round accountant with financial and commercial awareness and the ability to analyse complex information with clarity. | E |
| Significant senior level management experience corporate financial management and planning within a complex organisation | E |
| Experience of strategic and business planning | E |
| Evidence of leading organisational change, innovation or performance improvements | E |
| Experience of securing long term funding | D |
| Experience of leading committees / boards sensitivity analysis, BRIXX financial planning modelling, cost benefit analysis, scenario planning and financial risk management in an easy-to-understand format | E |
| Experience of preparing and procuring Framework Agreements and Contracts | D |
| Extensive knowledge of Scottish Social Housing Sector finance and alternative non-traditional forms of finance for new housing provision | D |
| Excellent knowledge of effective performance management and monitoring techniques | E |
| Excellent knowledge of Risk Management techniques | E |
| Knowledge of collaborative working and how to build effective partnerships | E |
| IT literate, including skills in the use of Microsoft packages, email, and social media | E |
| Performance Management & Improvement |  |
| Demonstrable track record of having successfully and effectively delivered on major service improvements, implementing a performance culture, as well as cultural and organisational change | E |
| Ability to set, work and deliver against challenging deadlines and stretch targets | E |
| Communication |  |
| Strong verbal and written communication and presentational skills | E |
| Good negotiating and influencing skills | E |
| Other |  |
| Flexibility and willingness to work outside normal office hours including travel and attendance at meetings | E |
| Values & Attitudes |  |
| Adopt Loreburns GREAT values | E |

**Our GREAT Values**

**We all have different backgrounds, strengths and experiences but one thing we share at Loreburn is our values.**  
Our values run through all that we do. They're what drives our commitment for GREAT Homes, GREAT Communities, GREAT Services and GREAT People.

|  |  |
| --- | --- |
| **Growth mindset**  We aim to be the best and continue to learn, grow and change to achieve this. |  |
| **Respect**  We care about all that we do and how we do it. |  |
| **Exceptional customer experience**  We always put our customers first, with a strong commitment to positive and proactive ways of working. |  |
| **Accountable**  We are responsible for all that we do and we're happy to learn from our successes or failures. |  |
| **Together**  We deliver our best results when we work as a team. |  |

**What makes us GREAT?**

**Our benefits, rewards and recognition have put us up there as one of the best employers in our field.**

You’ll enjoy:

|  |  |  |
| --- | --- | --- |
| Flexible working | Early finish Fridays | Home-based working |
| Career development | Protected learning  time | Generous holiday entitlement |
| Generous pension scheme | A creative workplace | Westfield Health |

**Think you’re a good fit?**

**Help continue our journey to become the best Housing Association in Scotland!**