

Purpose and scope	
<p><b>A member of the Leadership Team, ensuring the delivery of Milnbank’s vision, values and strategic objectives - providing effective leadership so that we continue.</b></p> <p><b>Oversee the leadership and performance of the Finance and IT departments, ensuring robust financial control and the efficient management of MHA's accounts.</b></p> <p><b>Supervise the effective utilisation of an integrated IT system. Contribute to corporate planning and management, whilst ensuring a strategic approach to the development and management of MHA’s subsidiary company, Milnbank Property Services.</b></p>	
Key relationships	
<b>Reports to</b>	Chief Executive
<b>External</b>	<ul style="list-style-type: none"> <li>• Main lenders, financial institutions, professional treasury management organisations and fiduciary contacts and consultants.</li> <li>• Key influential organisations, (e.g., Glasgow West of Scotland Housing Forum, SFHA and individuals, (e.g., Elected members, MSP’s, Councillors, and MP’s).</li> </ul>
<b>Internal</b>	<ul style="list-style-type: none"> <li>• The Leadership Team</li> <li>• Milnbank Housing Association Management Committee</li> <li>• The Finance team</li> <li>• Milnbank Property Services team</li> <li>• The wider staff group at Milnbank</li> </ul>

Job outline	Responsibilities and tasks
<b>Finance function</b>	<ol style="list-style-type: none"> <li>1. Ensure preparation of financial statements and annual returns in accordance with statutory requirements and recognised good practice, and in liaison with the association's auditors.</li> <li>2. In liaison with the Leadership Team preparation of annual budgets and business plans for all the association's business.</li> <li>3. Undertake long-term financial planning and modelling for the annual business plan.</li> <li>4. Monitoring performance against budget through production of management accounts and other reports as required, advising on action to be taken.</li> <li>5. Monitoring cash flow and producing appropriate reports and advice to allow control of expenditure by budget holders.</li> <li>6. Present an annual treasury management strategy to the Board for approval.</li> <li>7. Undertake and oversee all treasury management activities including the raising of long-term funding.</li> <li>8. Ensuring compliance with lenders' reporting and covenant requirements and reporting regularly on these.</li> <li>9. Developing and recommending investment strategies and managing cash flows to the maximum advantage of the association.</li> <li>10. Undertake financial appraisals of new projects and initiatives using techniques such as- cost benefit analysis, sensitivity analysis, etc. Assess and report on the effect of new projects and initiatives on the association's overall financial well-being.</li> <li>11. Ensure the association maximises value for money, quality and cost efficiencies in all its activities.</li> </ol>

<b>Staff management</b>	<ol style="list-style-type: none"> <li>1. Lead and manage the staff team within the Finance and MPS Functions</li> <li>2. Developing and making recommendations on the structure of the functions, staff complement and job descriptions.</li> <li>3. Recruitment, induction, and supervision of staff; encouragement of staff development through staff appraisal, training plans, appropriate education and attention to staff welfare.</li> <li>4. Ensuring high quality of staff performance through establishing performance standards, indicators and targets and monitoring these.</li> <li>5. Establishing and reviewing all financial systems to ensure the smooth and efficient operation of the section.</li> </ol>
<b>Corporate management</b>	<ol style="list-style-type: none"> <li>1. Working closely with the Chief Executive, take a financial overview of all MHA's activities and advise on direction, policy, strategy and operational matters from a financial perspective.</li> <li>2. Attending and making an effective contribution to Leadership Team meetings; participation in the planning and management tasks of the Team, including the Business Plan.</li> <li>3. Keeping up to date on legislation and good financial practice and advising the Association on any required changes.</li> <li>4. Lead or contribute to ad hoc interdepartmental working groups and project teams.</li> <li>5. Co-ordinate the Internal Audit Function.</li> </ol>
<b>Governance structure</b>	<ol style="list-style-type: none"> <li>1. Advising the Management Committee on financial policy and strategies for achieving viability, value for money and the minimisation of financial risk.</li> <li>2. Ensuring the production of good quality reports, understandable by Management Committee members without a finance background, for information and decision- making.</li> </ol>
<b>Information Technology</b>	<ol style="list-style-type: none"> <li>1. Ensuring the effective operation of our integrated IT system.</li> <li>2. Ensuring a planned and strategic approach is taken to the provision of IT systems through the production of an annual report on IT strategy.</li> <li>3. Ensuring appropriate maintenance and updating of the system.</li> <li>4. In liaison with other senior staff, arranging for adequate staff training to ensure efficient and cost-effective use of the system.</li> <li>5. Ensure systems are in place which adequately protect the security of financial data and IT systems including the association's own disaster recovery plan.</li> </ol>
<b>Milnbank Property Services</b>	<ol style="list-style-type: none"> <li>1. Ensuring a planned and strategic approach is taken to the management and development of MHA's Subsidiary, Milnbank Property Services</li> <li>2. Line manage the Corporate Services and Innovation Manager</li> <li>3. Support the Corporate Services and Innovation Manager in ensuring the provision of a responsive and quality service to MPS customers.</li> </ol>

**General**

1. Identify and manage risk in the Finance and MPS functions in line with MHA's policy on risk management.
2. Support the Corporate Services and Innovation Manager in overseeing the duties of the Factoring Officer, ensuring the production of appropriate performance reports for the Management Committee and Leadership Team.
3. Attendance at finance forums, training events and conferences as appropriate.
4. Participation in the activities of the wider voluntary housing movement.
5. Preparation of ad hoc reports on financial or management matters.
6. Any other tasks that might from time to time be required in line with the needs and objectives of MHA's business.

## Person Specification

Education, Qualifications & Circumstances	Essential	Desirable
Educated to degree level or equivalent.	√	
Membership of recognised professional accountancy body, e.g., ACCA, CIPFA.	√	
Competent in the use of Microsoft Office products, including Word, Excel, and PowerPoint to an 'intermediate' level.	√	
Resilience and stamina required to fulfil a demanding and high-profile role.	√	
Demonstration of continual and effective personal development.	√	
Highly professional, with integrity, high personal standards and honesty.	√	
Willingness to work flexibly to meet the different needs of customers, Board members and the communities within which we work.	√	
Availability to attend evening and weekend meetings.	√	
Access to own vehicle for occasional business use.		√
Current driving licence.		√
Committed to strong customer service.		√
Knowledge & Experience		
Substantial experience at the Senior Management level within an organisation of relevant size and complexity.	√	

Experience of working effectively with Board, Committee or Group structures including experience of writing and presenting appropriate reports.	√	
Significant experience in business planning and risk management.	√	
Demonstrable evidence of leading innovation in a comparable organisation.	√	
Understanding and experience in delivering performance improvement.	√	
Ability to communicate financial concepts and performance information to both financial and non-financial audiences.	√	
Significant experience of managing budgets, reporting on financial performance with appropriate variance commentary and identifying corrective actions where necessary.	√	
Significant experience in all treasury activities ranging from preparing an annual treasury strategy to overseeing its implementation including the raising of long-term funding.	√	
Experience of managing relationships with lenders and ensuring compliance with the terms of the associated loan agreements.	√	
Experience of reviewing the financial control environment identifying where weakness may exist and implementing improved controls.	√	
Experience of reviewing operational processes to improve value for money.	√	
Experience of undertaking the annual audited financial statements process and liaising with the external auditor.	√	
Experience in formulating and implementing strategy and options appraisals and delivering results.	√	
Experience of contributing to IT systems strategy, development and implementation.	√	
Experience of undertaking investment appraisals using DCF, payback, cost benefit analysis and other techniques.	√	

Experience of implementing changes associated with external and internal auditor recommendations.	√	
Use of skill, knowledge and aptitude within a small team of peers.	√	
Proven experience of managing, leading and motivating staff through change.	√	
Experience with a successful Registered Social Landlord or housing related organisation.		√
Understanding of the Housing Association grant and funding regime.		√
Awareness of the sectors regulatory and governance requirements.		√
Experience in the 'not for profit' or public sector environment.		√
Experience and understanding role of corporate governance and services.		√
<b>Skills and abilities</b>		
Excellent leadership, ability to develop, motivate, and inspire staff and teams.	√	
Strategic thinker with the ability to inspire others to deliver the strategic vision.	√	
Ability to interpret and analyse complex data, review alternative solutions and reach well informed conclusions.	√	
Strong verbal reasoning, presentation and written communication skills.	√	
Strong negotiating and Influencing skills.	√	
Ability to plan and prioritise effectively, in order to achieve demanding personal and team targets and deadlines.	√	
Excellent people skills – able to relate to a wide range of people at all levels.	√	

Be flexible and adaptable and be able to work under pressure.	√	
Be flexible in approach to working hours.	√	
Be able to cope calmly with competing demands.	√	
Leads by example, is trusted, motivational and inspiring.	√	
Lives our values and behaviours; actively demonstrates humility and integrity.	√	
Communicates succinctly and without ambiguity.	√	
Personal resilience with a tough mind who can work under pressure, at pace.	√	
Understanding of how good IT support can add to overall organisational efficiencies.	√	
Evidence of leading a budgeting process.		√
Previous role as key organisational contact with Internal Auditor.		√
Understanding of 'Group' accounting.		√



## Summary employment terms & conditions of service

Milnbank offers an attractive rewards package in accordance with EVH terms and conditions including:

**Duration-**The Director of Finance is being offered a permanent contract, 35 hours per week.

**Salary-**The pay band range for the post is EVH Grade SM12 £68,910 (SM12 to SM14) to £72,133 per annum.

**Holidays-**Annual leave is 25 days plus 15 public holidays per annum.

**Pensions Scheme** MHA offers a SHAPS Defined Contribution Scheme with the employer contributing a maximum of 10%

**Prescribed Spectacles MHA will** contribute £111 towards the cost of prescribed spectacles.