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| **ROLE DESCRIPTION: Head of Finance** |
| **Reports to:**  Director of Finance | **Responsible for:**  |
| * Line management for 3 staff
* Delivering high quality, cost effective, customer focused services
* Responsible for all accounting systems on a day to day basis.
 | * Responsible for the production of management and statutory accounts, regulatory returns and annual budgets and reforecasts
* Working as a team in order to achieve targets, KPIs and objectives.
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| **Role purpose:** |
| To manage the team of Finance staff to ensure that IDS’s standing orders, financial regulations, auditor’s recommendations and all financial procedures are followed. To review and recommend changes to polices to implement best practice and changes in regulations.To take the lead on the production of monthly management and annual statutory accounts, regulatory returns and annual budgets and reforecasts.To be an enthusiastic colleague, committed to providing the highest possible standard of service to customers and giving guidance, support and direction as appropriate.To be accountable for delivering the highest possible standard of finance services, support and advice for the team.To identify opportunities for improvement and address any concerns, providing guidance/training/ feedback to support service delivery.Act as a positive member of the Finance team, collaborating with other colleagues across departments and supporting a culture that delivers results and service excellence, and promotes the IDS values and brand.To provide cover for the absence of the Finance Director under the guidance of the Chief Executive.  |
| **Key responsibilities:** |
| **Teamwork:** |
| 1. Contribute to the success through the delivery of finance services, as a member of the Finance Team
2. Collaborate with, and support others in the team, creating a team environment that enables everyone to perform at their best
3. Act as a role model for IDS’s values and culture.
4. Embed structural and cultural business change and service improvement, through collaboration and implementation of service strategies and plans.
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| **Delivery:** |
| **Management Accounts**:1. Delivery of monthly management accounts within agreed timetables and to agreed standards, including income and expenditure, balance sheet, cashflow, key performance indicators, bank covenant compliance and commentary.
2. Delivery of and liasion with budget holders on their relevant areas of management accounts.
3. Ongoing monitoring of income, expenditure and cashflow-related matters against budgets, reforecast and long-term plan indicators.

**Annual Budgets and Reforecast(s)**1. Taking the lead in preparation of the annual budget and subsequent re-forecast(s), including liaison with all relevant internal and external stakeholders in the course of preparation.

**Annual Audited Accounts**1. Taking the lead in preparation of the full set of annual statutory accounts within agreed deadlines, including liaison with external auditors

**Regulatory & Statutory Returns**1. Taking the lead in preparation of all financial regulatory returns (eg FFR, Quarterly Surveys, FVA) and any statutory returns (e.g. taxation-based, filing of accounts ) within agreed deadlines, including liaison with all relevant internal and external stakeholders in the course of preparation.

**Long-Term Planning**1. Taking the lead in updating the annual 30-year business plan in line with latest information and assumptions.

**Staff management**1. Line responsibility for management of the team of Finance Officers
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| **Organisation wide:** |
| 1. Deliver financially viable and economically effective products and services, seeking to maximise resources and social value.
2. Ensure all systems and processes deliver operational excellence, driving continuous improvement and innovation.
3. Ensure that services fully comply with all organisational policy and procedures.
4. Ensure that risks within the directorate’s activities are identified, removed or minimised.
5. Create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied.
6. Promoting the values of IDS
7. at all times and demonstrating a high level of commitment to diversity and inclusion.
8. Ensure as part of the Finance team that IDS complies with all legal, regulatory and health and safety requirements.
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| The Head of Finance role is part of the Finance team. As with all Team member positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop.  |

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|  **PERSON SPECIFICATION: Head of Finance**  |
| **Experience and qualifications:** |
| 1. Acts with integrity, actively promotes and support the vision and values of IDS.(E)
2. Relevant professional qualification e.g. CIPFA/CIMA/ACA/ACCA and full membership of a recognised UK accountancy body. Evidence of continuing professional development would be an advantage. At least 3 years of post-qualification experience (E)
3. Excellent verbal, written communication, presentation and interpersonal skills, able to analyse complex financial information and interpret it for non-finance experts (E)
4. Strong negotiating and influencing expertise, able to work intuitively and liaise effectively with a wide range of stakeholders and audiences (E).
5. Educated to GCSE level or equivalent, including Maths and English (E)
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| **Knowledge:** |
| 1. Working knowledge of accounting in a social housing context (E)
2. Extensive demonstrable skills in financial software usage (Microsoft Office, accounting systems) (E)
3. Experience of long-term housing business planning software (eg HosungBrixx) (D)
4. Experience of staff management (E)
5. Experience of developing and managing a strong customer driven service culture (E)
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| **Skills:** |
| 1. Able to assess risk and promote risk awareness without being risk averse (E)
2. Able to make sound financial judgements, confident in own abilities and able to give advice to others and be accountable for that advice (E)
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| **Attributes:** |
| 1. Approachable, personable; able to form positive relationships and secure buy-in. (E)
2. A motivational, leader, who maximises the performance of teams and individuals. (E)
3. Used to working under pressure but maintaining accuracy. (E)
4. Proactively demonstrates a strong commitment to equality and diversity; and champions the rights of tenants to have access to excellent homes and services. (E)
5. A self-starter, able to work on own initiative, exercise good judgement and be tenacious in pursuing opportunities and excellence (E)
6. Willingness and ability to travel regionally to represent and promote IDS (E).
7. Able to work flexibly and as required evenings/weekends given the seniority of role (E)
8. Highly numerate and IT literate, able to work with a range of financial reporting and accountancy systems; able to champion the optimisation of the use of new technology (E)
9. Transparent and open, acting with integrity and able to build high levels of trust (E)
10. Champions innovation and encourages ideas (E)
11. Actively role model and champion the IDS vision, values and purpose (E)
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