

ARE YOU
**RESPONSIBLE
HONEST
AMBITIOUS?**

**Head of Finance & Business
Improvement**

Recruitment Pack

RHA

IMPROVING

OPENNESS
SUPPORT
CULTURE
PROPERTIES
COMMUNITIES
OUR TOWN
HOMES

LIVES

HOUSING
HEALTH
SPACES
WHAT WE DO
FUTURES
INTEGRITY
ASPIRATIONS
SERVICES
PEOPLE
VALUES
WELL-BEING
SKILLS
AUTHENTICITY

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Dear Applicant...

Firstly, thank you for your interest in this exciting role with RHA Wales.

This is an opportunity to join an ambitious organisation which has a strong track record in providing good quality affordable homes and tenant focused services.

RHA Wales is a values based organisation. We have a clear strategic vision underpinned by a culture which promotes respect, openness and integrity. Our colleagues tell us that RHA is a great place to work where you will be supported to reach your potential.

The Head of Finance & Business Improvement is a key role at RHA. Working as part of a close-knit team, you will have responsibility for our Finance & Business Improvement teams, and operate at a strategic level in the organisation.

Your values, behaviours and the positive attitude you will bring to this role are really important, as well as the need for a wide range of skills and personal qualities. Too many to list!

These are extraordinary times in which we are operating, and the challenges faced during the pandemic have also created opportunities. We've recently launched a new Flexi Employer offer at RHA, and the successful candidate will have the ability to work flexibly and take advantage of our health and wellbeing rewards, making this this a great opportunity for someone who is driven, ambitious and values a good work life balance.

I look forward to hearing from you,

Best Wishes

Luke Takeuchi
Chief Executive
RHA Wales



A Bit About Us

RHA was established in 1979 and has been providing homes and services in Rhondda Cynon Taff for over 40 years.

We are a registered social landlord, a community benefit society and regulated by the Welsh Government. We own and manage over 1800 homes. We offer a range of high-quality management and support services which ensure that our tenants have the best possible opportunities to enjoy their homes and engage in their communities.

We work closely with partners and the local authority to ensure we provide support for preventing homelessness and delivering much needed new homes across the borough. We currently have over 160 new homes in our new build programme.

Operating from our office in Tonypany at the heart of the community, we employ around 80 staff and we continue to grow.

Our regulatory status has confirmed that our financial position is strong, meeting our projected surplus and ensuring that long term finance is in place to deliver our ambitious develop plan. We have strong budgetary management processes in place and a clear investment strategy for our current homes to ensure we continue to meet the Welsh Housing Quality standard requirements.

We encourage innovation and significantly value the contribution of our staff, tenants and volunteers in all that we do.



Values and Behaviours

Everyone at RHA recognises the importance of working as one team and we pride ourselves on our culture and togetherness. We appreciate and value that it's our people who will ensure that we achieve our aspirations.

The way we approach our work is very important to us and we have an agreed set of **Values and Behaviours** for our team. These underpin how we deliver our services and are fundamental to our culture and reputation.

VALUES We act with...



RESPECT

We demonstrate respect for all, treating people equally and demonstrating an inclusive culture throughout the organisation.



TRANSPARENCY

We are open with our customers, our colleagues and our partners. We involve our tenants in key decisions wherever possible and provide up to date accurate information.



INTEGRITY

We aim to deliver to the highest standards possible and do not settle for second best.



OPENNESS

We continually challenge ourselves to do things better, looking outside our business and our sector to learn new ways of working.

BEHAVIOURS We will be...



POSITIVE

We will approach our work with a can-do attitude and try to overcome any barriers or hurdles.



INNOVATIVE

We think creatively and embrace new ideas and ways of working.



PROFESSIONAL

We demonstrate the highest levels of professionalism in all that we do.



AUTHENTIC

We are proud of what we do and we want to do it in a meaningful way. We are committed to providing our tenants with the best possible services and products.

About the role

Head of Finance & Business Improvement

Up to £60,000 per annum, doe.

RHA is situated in the heart of the Rhondda, a stone's throw away from Cardiff and the M4.

Our vision, values and behaviours are at the core of everything we do. We are looking for a Head of Finance & Business Improvement who is outcome focussed and committed to helping us to deliver excellent services for our staff and tenants, as well as contributing to the wider service provision.

In return, we offer generous leave and benefits, have an award-winning health and wellbeing programme and flexible working; all making RHA a great place to work!

If this sounds like the job for you, please visit our website www.rhawales.com/our-people/working-with-us/vacancies to download an information pack and find out more.

Closing date for application submission is midnight on 4 December 2022.

Interviews will take place on 12 and 13 December.

For an informal conversation about the role please contact Sara Foster via hr@rhawales.com

Further details will be provided to shortlisted candidates.

No agencies please



Job Description

POST:	Head of Finance & Business Improvement
RESPONSIBLE TO:	Director of Finance & Resources
SALARY:	Up to £60,000 per annum

Purpose of the Post

Provide high quality business and financial information, analysis and advice in order to enable enhanced decision-making and improve business performance. Operate at a strategic level with appropriate decision-making and problem-solving skills, and with a firm professional ethic. Motivational team leadership and team development abilities are necessary with a positive commitment to the values & behaviours of the organisation, demonstrating strong organisational, interpersonal, negotiating, and influencing skills.

Main Duties & Responsibilities

Business Partnering & Strategic Management

1. Business Partner with managers across the organisation to ensure timely and accurate production of annual revenue and capital budgets, analysis and reports and present same to the Executive Management Team for approval.
2. Lead on the development of the organisations 30-year financial plans, liaising with relevant managers to ensure the value and costs of increased properties under management and associated resources and new business initiatives are fully reflected. Work with the Director of Finance & Resources in stress testing financial plans and developing mitigation strategies.
3. Lead/assist in the development, communication, and review of all financial policies and procedures throughout the Organisation. Provide robust financial controls, processes and procedures to support continued growth and new business opportunities.
4. Liaise with key staff in the organisation to provide financial support in developing business plans for new business opportunities, new developments and significant projects.
5. Proactively develop ways of improving the flow of information between Finance and all other departments to ensure reliable and timely forecasting and accountability.

Treasury Management & Planning

1. Work with the Director of Finance & Resources to review Treasury Management Policies and associated Treasury Management Strategies to ensure funding is in place to support continued growth and new business opportunities.
2. Lead in the preparation and up-dating of Corporate cash flows and ensure day-to-day compliance with all loan covenants and agreements, including reporting to Funders to strict deadlines.
3. Manage the day to day functionality of Treasury including loan drawdowns, monitoring interest & CPI rates for fluctuations, keeping bank mandates updated, ensuring compliance, and dealing with investment of surplus funds.

Financial Reporting

1. Oversee and review the monthly management accounts and present to the Director of Finance & Resources and the Executive Management Team for approval.
2. Lead on the preparation of statutory accounts and liaise with external auditors to ensure compliance.
3. Take the initiative in devising and implementing improved formats and substance of meaningful financial reports to meet the demands of internal and external users as required; ensuring that all reports generated by the Finance Department are to a high standard.
4. Lead in the development and implementation of IT systems to support the Finance function. Responsible for staff training in the operation of accounting software and advanced excel (or other) relevant to their roles. Ensure efficient operation of all computerised financial systems to enable live reporting.
5. Ensure the effective management of exposure to VAT and indirect taxes including timely compliance with relevant legislation and tax directives.
6. Oversee the company payroll and pensions processing and ensure all associated reporting is completed with accuracy and to deadline.
7. Overall oversight of all other external financial reporting.

Procurement

1. Oversee procurement compliance and processes across the organisation, ensuring effective and sustainable procurement which demonstrates value for money.
2. Working with teams across the organisation, lead on the development of Value for Money reporting and data, using both financial and social measures, and utilise this to drive efficiencies and improvements across the organisation.

Business Improvement

1. Oversee analysis and scrutiny of management information and performance data to assess areas for improvement.
2. Manage the Business Improvement team to support scoping, implementing and reviewing of such improvement initiatives.
3. Prioritising and implementing the Business Improvement change delivery agenda in order to realise the company's strategic plan.
4. Lead cross-functional working groups and engage with multiple stakeholders to drive business improvement and embed a culture of sustainable and continuous improvement, value for money and efficiency throughout the business.

Risk Management

1. Responsible for embedding risk management strategy throughout the department, working with staff to identify and mitigate risks and reporting same on regular basis.
2. Overall management of Corporate Risk Management Policy, Risk Register, Board Assurance Framework and Key Performance Indicator data.
3. Oversight of internal audits and liaison with Internal Auditors and Business Improvement on internal audit assignments. Support the Business Improvement team to manage the internal audit programme ensuring key risk areas are identified, providing maximum assurance to Board.
4. Manage Insurance cover for all insurable risks, liaising with Insurance brokers as required.

Staff Management

1. Lead and motivate the Finance & Business Improvement teams, providing direction, clear objectives and constructive and meaningful feedback
2. Carry out regular one to ones to ensure the well-being of direct reports and obtain assurance as to the well-being of all indirect reports, monitor sickness and performance of direct and indirect reports.
3. Prepare training plans for finance staff and be proactive in relation to staff development needs – ensuring these are properly budgeted.
4. Carry out induction training and mentor new staff and monitor performance.

Health and Safety

1. Champion a health and safety culture throughout the team and organisation, ensuring compliance with all legal requirements and regulatory frameworks and RHA policies and procedures.

2. Be aware of your own responsibilities under the Health and Safety at Work Act and other safety regulations to ensure that safe working practices and procedures are adopted, undertaking training as/when required.

General

1. This post on occasion will require the post holder to work flexibly including some evenings.
 2. Deputise for the Director of Finance & Resources when required.
 3. In line with Data Protection legislation, adhere to the highest standards of confidentiality and data management, following the Association's processes at all times.
 4. Demonstrate a commitment to continuous professional development for self and others.
 5. Undertake any other duties commensurate with the position.
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Person Specification

FACTORS	CRITERIA	ESSENTIAL / DESIRABLE
Education and qualifications	CCAB Fully Qualified Accountant and evidence of continuing professional development.	E
Knowledge, experience, skills & abilities	Preparation and review of management accounts and budgets	E
	Preparation of statutory accounts including the compilation and review of appropriate working papers and dealing with external auditors.	E
	Developing and maintaining financial systems and financial modelling.	E
	Successful leadership and management of a high performing staff team.	E
	Experience of producing business plans and investment option appraisals	E
	Up to date technical knowledge of financial reporting standards	E
	Sound knowledge of finance systems and reporting	E
	Knowledge of internal and external audit procedures	E
	Strong communication skills including communicating complex financial information to a wide-ranging audience	E
	Excellent financial management skills and awareness of financial management and control techniques.	E
	Excellent and up-to-date technical skills.	E
	Able to apply a structured approach to problem solving	E
	Excellent time management skills, with a proven track record of prioritising and planning effectively	E
	A clear understanding of the role of finance in the delivery of business outcomes in today's climate.	E

Person Specification (continued)

	Excellent leadership skills including the ability to motivate and develop staff in a challenging and pressurised environment	E
	Financial and treasury management in an organisation of a similar size or in the Housing Association sector	D
	Understanding of current and future challenges facing registered social landlords	D
Personal	Understanding and commitment to Association's Equal Opportunities Policy	E
	A high level of personal integrity, expressed through behaviour and conduct	E
	Self-awareness and understanding of the need to be a role model for others.	E
	Demonstrates RHA's Values & Behaviours	E
	Willingness to work flexibly, including evening meetings.	E

Useful Information



Your Application

Thank you for downloading an application pack for the post. In this pack you'll find information about the role, including a job description and person specification. The person specification is a key document as this tells you what we're looking for in our recruitment.

You should address any of the criteria marked assessed at application when completing the personal statement, and it would be really helpful for us if you could deal with each criteria in turn. Please make sure that you give us examples of your experience to date – this may be from your past work experience, or perhaps through voluntary work you've done.



References

We ask for references that cover the last three years of your employment, so if you have had more than 2 jobs in that period, we'll need additional referees. These can be provided on a separate sheet.



Personal Details and Equality Monitoring

Before we shortlist, your personal details and Equal Opportunities Monitoring Form are separated from your application form. This is because we want to make sure that candidates are shortlisted on their knowledge, skills and experience alone.



Closing Date and Shortlisting

The closing date for this post is midnight on 4 December 2022. We will not be able to accept applications after this time. As part of our commitment to being an inclusive employer we offer guaranteed interviews to BAME candidates and those with a disability that meet the essential criteria for the role.



The Selection Process

Interviews will be held on 12 and 13 December.

Further details will follow to shortlisted candidates.

Terms & Conditions



Salary:

The salary for this post is up to £60,000 per annum.



Pension:

RHA is a member of the Social Housing Pension Scheme, and we offer a Career Average (CARE) defined benefit scheme. Our contribution is 15.1%, and employees contribute 9.8%



Holiday Entitlement:

30 days per annum, plus bank holidays.



Working Hours:

Our normal working hours are 35 per week, worked over a 9-day fortnight, however the post holder will be required to work such hours, and at such times as are necessary to carry out their duties.



Probation and Notice Periods:

The probationary period for this post is 6 months and can be extended to 12 months.

During the probationary period, the notice period on either side is 1 week. Upon successful completion of the probationary period, the notice period will be 3 months.



General:

RHA is a hybrid working organisation. This post will be based at our head offices - Ty Gwyn Newydd, 9 Compton Road, Tonypany CF40 1BE.

Travel may be expected across the borough, and elsewhere as necessary.

Our Benefits Package

BENEFITS



- 30 days plus statutory holidays (pro rata for part time staff)
- AXA PPP Private Healthcare Insurance for you and your dependents
- Access to 1/80th CARE pension
- Flexible working over a 9-day fortnight
- Death in service of 3 times Annual Salary
- Occupational Sick Pay scheme that gives up to 6 months full pay
- Enhanced Maternity and Paternity pay
- Cycle to Work scheme

THE WORKPLACE



- Agile working environment
- Quarterly RHA Pulse opinion surveys so you can have your say
- Open and Honest culture
- HAPUS – our award-winning health and wellbeing programme
- Opportunity to take part in charity events
- Discounted gym membership
- RHA Sports & Social Club

PERSONAL DEVELOPMENT



- Fully supported performance management framework
- Support for professional qualifications relating to your role or development in the Association
- Ongoing support for continued professional development
- Support for you to attend professional seminars and conferences
- Payment of a professional subscription
- Regular performance management sessions

