

Job description

Assistant Director of Finance:

Responsible to: Group Director of Corporate Services

Responsible for: Senior Accountant, Capital Accountant, Management Accountant, Trainee Financial Accountant, Senior Service Charge Officer, Senior Finance Officer

Overall Purpose:

- To provide support to the Group Director of Corporate Services and lead and deliver on the development and implementation of high-quality finance strategies and systems that enable Barcud to meet its business objectives and the needs of internal and external stakeholders

Key Responsibilities:

Finance:

- Be responsible for managing and implementing finance strategies that will support the organisation in achieving its objectives
- Ensure that policies and practices are implemented in line with current legislation, recognised best practice and appropriately to organisational needs
- Develop, monitor and report on a Value for Money Strategy reporting as required
- Work ensure that information requirements are identified, prioritised, planned and implemented in line with business objectives
- Develop and implement finance systems appropriate to the needs of Barcud
- Assist the Group Director of Corporate Services in providing a Treasury Management service in accordance with the requirements of the Association's Business Plan and in conjunction with the Association's Treasury Management advisors
- Oversee the budget and planning process, co-ordinating the preparation of annual capital and revenue budgets in consultation with Managers
- Oversee the delivery of financial monitoring reports, production of monthly management information and financial year end accounts
- Oversee the company statutory accounts and supporting schedules, including liaison with external auditors as required
- Monitor the Association's tax liabilities including VAT, Corporation Tax and PAYE and assist with tax planning where necessary, ensuring that all statutory requirements are met in accordance with report requirements
- Maintain awareness and knowledge of developments in Finance making recommendations for changes and new initiatives where appropriate
- Assist with the Association's financial Business Plan (BRIXX) and prepare scenarios for Executive Team and Board as required
- Assist the Group Director of Corporate Services in assessing the financial viability of new business opportunities in line with the requirements of the Executive Team
- Ensure that service charges are correctly accounted for and invoiced to tenants and leaseholders in accordance with legislative requirement
- Deputise for the Group Director of Corporate Services when required

People:

- Be responsible for the overall management of the Finance Team and its related functions, ensuring these are delivered to the highest standards
- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets

Corporate:

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services
- Promote Health and Wellbeing initiatives throughout the organisation
- Provide excellent customer service to all internal and external customers
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement
- Carry out such other duties and responsibilities as may reasonably be requested

This job description is not intended to be an exhaustive list of procedures and tasks carried out by the post holder. In view of the changing demands of the service, the duties may need to be reviewed and revised as deemed appropriate by the Group Director of Corporate Services.



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Person specification

All criteria are essential unless indicated otherwise

Qualifications:

- Qualified (e.g. ACCA/CIPFA)
- Evidence of continually developing professional knowledge

Experience:

- Leading finance teams
- Introducing and implementing new finance systems
- Significant experience of developing high level budgets, business strategies and action plans
- Experience / exposure of working with Boards and Committees
- Experience of business and corporate planning, risk management and good governance.
- Proven track record of achievement and innovation as a leader in a high-quality, service focused organisation within housing (Desirable)
- Treasury Management including dealing with the investment of surplus funds (Desirable)
- Evidence of achieving excellence in the review and delivery of services, including continuous improvement
- Extensive experience of strategic decision making to support wider business needs and objectives
- Experience of working with BRIXX (Desirable)

Knowledge/Skills:

- Up to date knowledge of best practice frameworks and key issues relevant to the post
- Project management skills with an ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines
- Able to produce comprehensive quality reporting for effective decision making
- Willing to learn Welsh to ALTE level 3 within 2 years (if not already a Welsh speaker) (Desirable)
- Ability to deliver results to tight deadlines under pressure
- Excellent IT skills
- Sound numerical, reasoning and written communication skills
- Change management skills
- Proven competency to handle confidential and sensitive information
- Able to set appropriate and challenging performance targets for own team and self
- Detailed knowledge of housing and / or construction sectors and challenges (Desirable)
- Ability to promote equality and diversity in all aspects of employment and service delivery

Personal Qualities:

- Identifies closely with the communities served by the Group and the organisation's values and vision
 - Displays high personal standards, probity, integrity, and empathy
 - Visionary and ambitious for the organisation and our communities
 - Embraces organisational learning and continuous professional development
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