



Grŵp
Cynefin

A Place to **Belong**



Recruitment Pack

Head of Finance

Want to make a positive
difference to people's
lives and communities?

grwpcynefin.org





Thank you for your interest in our Head of Finance role



With a new vision that will bring new energy to our work, this is an extremely exciting time for Grŵp Cynefin. Appointment to the role of Head of Finance, to work as part of the Senior Management Team, is central to the group's culture and vision for the future.

The successful candidate will lead the way in a varied and exciting role. They will:

- support organisational transformation across the group
- support staff growth and development
- improve the customer experience by developing their ability to influence at all levels
- provide excellent customer service
- strengthen our positive profile at regional and national level

It has been a period of consideration, review, seeing where we can improve and acting on it. We are now in a very positive place and the future is exciting.

A new vision: Grŵp Cynefin - A place to belong

Our strategic vision:

To be an inclusive and effective organisation that provides safe, sustainable, quality homes.

A place to belong: Mission

We will achieve our vision by focusing on providing safe, sustainable and quality homes, through:

- Being a housing provider that performs at the highest level
- Continuing to be a community and collaborative organisation that empowers our tenants, customers, staff and communities to thrive
- Being an inclusive organisation, which promotes and celebrates our Welsh identity and the Welsh language





A place to belong: Core priorities

Achieving these priorities will influence our decisions as an organization for the future through:

- Focusing on providing safe and comfortable quality homes by providing housing services that perform at the highest level
- Driving value for money across the group to ensure the efficient and best possible use of resources (financial, human and physical) for the benefit of our customers, tenants and our communities
- Embracing becoming a data-driven organization through an ambitious Digital Transformation Strategy that supports data security, compliance integrity and innovation, ensuring we Make Data-Driven Decisions.
- Modernising our operating model to strengthen connectivity across the group to improve collaboration and make the most of our material advantages
- Building on our tenants' ability to lead in order to be able to take a leading role at the highest levels of the group
- Becomeing an excellent employer by offering purposeful work and flexibility with the highest support and an ethos that encourages challenge

We need talented, progressive and dynamic leaders to make this vision a reality. If you have these qualities, you may be just the person we are looking for.

If you would like to discuss the position further, please contact Crofton Davey, Human Resources Co-ordinator on crofton.davey@grwpcynefin.org

Mel Evans

Chief Executive, Grŵp Cynefin.



JOB DESCRIPTION

HEAD OF FINANCE

Department:	Resources
Accountable to:	Director of Resources
Responsible for:	Finance Manager
Job location:	Flexible - Penygroes / Denbigh / Home
Salary:	Competitive

PURPOSE OF THE JOB:

The Head of Finance will support the Boards of the group and the subsidiaries in all aspects of the job.

The post holder will ensure that Grŵp Cynefin continues to operate in a compliant manner by setting, monitoring and incorporating all financial regulations, policies and procedures.

The post holder will be responsible for Treasury Management of the group, and ensure adherence to any regulatory, lender and constitutional requirements.

The post holder will ensure that we provide a high quality service to all our staff and service users and that all services under your leadership remain up to date and that our tenant's voice is used at all levels of the organisation to improve services.

The post holder will provide timely reports to the Executive Leadership Team, Committees and Grŵp Cynefin Board as required.

RESPONSIBILITIES - YOUR KEY STRENGTHS

ALL THE RESPONSIBILITIES WE WILL TRUST IN YOU:



TENANT SATISFACTION AND INFLUENCE

- Satisfy customers' needs and where possible and appropriate exceed expectations and ensure that the opinions, ideas and vision of our tenants influence all aspects of our work.
- Lead, inspire and empower your people to deliver excellent customer experiences.
- Promote a culture of acting on customer feedback and providing value for money.

LEADERSHIP

- Lead the team to effectively manage and oversee organisational design and any restructuring activity across the business.
- Motivating cross-functional collaboration, ensuring that everyone involved understands their contribution to the Corporate Plan and how they make a difference.
- Work closely with other members of the Executive Leadership Team to lead the organisation with integrity and establish and maintain a trusting, inclusive and efficient environment.
- Demonstrate effective mentoring that include active listening, empathy, and a genuine desire to help others succeed.
- In collaboration with the Senior Management Team, ensure that the Equality, Diversity and Inclusion policy is implemented.
- In collaboration with the Senior Management Team, ensure that the group meets the requirements of all relevant Health and Safety legislation.

STRATEGY AND PERFORMANCE

- Overall responsibility for the finance budget setting and monitoring process. Manage and report budgets effectively and ensure compliance with financial regulations.
- Support Grŵp Cynefin's key projects. Ensure that adequate coverage is done and that Finance and risk elements are considered and embedded.
- Collaborate with colleagues across the business to promote innovation, support our culture change journey, clearly promote our values and develop a clear sense of direction for Grŵp Cynefin.
- Keeping up to date with good practice and external trends as well as regulatory and legislative changes linked to all aspects of the corporate success of the business.

STAKEHOLDER MANAGEMENT

- Manage the financial resources and loan portfolio of the Association, and support the Director of Resources in the task of ensuring that the commitments of loan covenants are met.
- Key point of contact for the external audit partner, ensuring that the annual audit plan aligns with the risk register and that the audit is effectively planned, conducted and reported to the Audit and Risk Committee in a timely manner ensuring that it is delivered to scope, budget and timescale.
- Be responsible for suitable insurance arrangements.
- Work with a variety of internal and external stakeholders to build and enhance relationships and promote business growth and sustainability.
- Liaise with relevant stakeholders to manage business risk, understand the regulatory landscape and ensure a secure, future-proof organisation.



YOUR AREAS OF KNOWLEDGE AND EXPERTISE MOST IMPORTANT FOR THIS ROLE:

- Significant experience of Finance and Treasury Management within a Housing Association (or similar organisation).
- Experience of developing and maintaining Finance policies and procedures that support an innovative and compliant workplace.
- Experience of preparing statutory accounts and relevant supporting information.
- Experience of preparing clear and concise reports for Board and Committee meetings.
- Experience of actively participating in internal and external audits.
- Evidence of stakeholder management experience.
- The ability to lead and inspire high performance.
- Evidence of driving career development and performance management.
- Experience of promoting and valuing diversity.
- Experience of encouraging collaboration.
- Proof of the ability to train and mentor senior teams.
- Evidence of the ability to adapt to changing business requirements.
- Proof of the ability to develop innovative solutions that push boundaries.
- Fluent in Welsh. The ability to contribute and present confidently verbally in internal and external meetings is more important than the ability to write to a high standard.
- Strong negotiation and influencing skills.
- Analytical skills to assess complex information and provide clear recommendations.
- Bachelor's Degree (or equivalent in a related field).
- An Accounting qualification with ICAEW, ACCA, CIMA or equivalent is essential.



Application, process and dates for your diary

To apply for the role

Go to the website

Follow the link to the role via the Grŵp Cynefin website where you will be directed to the Applicant Tracking Portal

Cover letter

Upload your CV and covering letter of no more than three pages, telling us why you are interested in the role and why your skills, knowledge and experience make you the right person to join the group.

Equal Opportunity Monitoring

Also, complete the equal opportunities monitoring form provided in the Applicant Tracking Portal. The information will be treated confidentially and used for statistical purposes only and will not be used as part of your application.

Process and Indicative Dates

Closing date: Tuesday 27 May 2025

Interview date: Week commencing 9 June 2025

We expect to stick to these dates but they are subject to change. Please let us know if you have any difficulty with the dates outlined. We try to offer flexibility but it may not be possible outside the advertised selection dates due to diary commitments.

Other details

Interviews will be conducted bilingually, and we will expect you to be able to respond in English as well as Welsh.

If you are successful in the role you will need to provide evidence of identity and evidence that you are eligible to work in the UK. Offer will also be subject to a standard DBS check.

We look forward to receiving your application.
