



## **Role Profile – Director of Finance and Corporate Services**

This Director level position within the Executive Team holds responsibility for:

- The strategic management of our Finance function, meeting a broad range of compliance standards
- Company secretary role and governance
- ICT and Digital Strategy
- Leadership of the 'people' strategy and HR function for the organisation
- Communications, marketing and PR functions
- Office management.

### **Purpose of the Role**

As a member of Executive Team the Director of Finance and Corporate Services will

- contribute to, support and develop our overall strategy, leading to sound management and the achievement of our organisational aims and objectives
- lead by example in working in accordance with our values to achieve our ambitions
- work collaboratively with directors and other colleagues to meet organisational objectives
- take overall responsibility for the finance and corporate services functions; including Finance, Governance, Human Resources, Digital strategy, Marketing and Communications, and office management.
- Have strategic responsibility for financial planning and performance, including internal audit, external audit, regulatory returns, Risk Register, 5- and 30-year Financial Plans, policies and procedures
- lead on development, reporting and support to the Audit and Risk Sub Committee
- ensure compliance with good governance practice and other relevant statutory and regulatory requirements, with specific regard to companies, charities and Registered Social Landlords
- maintain the Association's record and co-ordinate the production of annual reports and returns
- position BHA at the forefront of our sector, ensuring strong governance and financial management at strategic and operational levels
- ensure BHA's ongoing financial viability and sustainability.

**The key tasks for the post holder are set out below.**

### **Executive Team**

- Contribute to corporate strategy, objectives and planning, and the preparation of business plans, annual reports and other communications
- Be an effective and proactive member of the Executive Team, leading on key matters such as assurance processes, risk management and achieving value for money



## **Strategic management of finance function**

- Leadership and management of the Finance Manager and Finance Team in line with agreed policies
- Provide the Chief Executive, Board and Sub Committees with professional advice and support on any matters which have financial implications
- Lead the Finance team to deliver services efficiently and effectively to agreed standards
- Oversee the Association's Payroll System
- Maintain and develop effective and robust systems of financial and internal controls
- In consultation with the Chief Executive and other Directors, take responsibility for the development and review of Risk Management Policy and risk register
- Lead on all major financial negotiations in relation to any strategic investment/development objectives
- Oversee preparation of statutory financial statements, liaison with auditors and approval by the Governing Board
- Overall responsibility for external audit, internal audit, annual budgets, management accounts and other key financial information in liaison with Chief Executive and other Directors
- Report to Board and arrange for appropriate review of pensions provision for staff to ensure it is appropriate and cost effective
- Manage and advise on Association's required insurances
- Oversee financial aspects of housing development and asset management including financial appraisal of asset and new build proposals
- Work with Director of Customer Services to arrange annual rent increase consultation
- Develop and update the 5- and 30-year financial plans/projections
- Ensure Value for Money from any borrowing required, lead on management of strategic relationships with banks, and ensure that all financial covenants are well managed.

## **Governance**

- Fulfill all Company Secretary duties and manage the governance function to support Board operations and development
- Ensure compliance with Regulatory Frameworks and Good Practice including the Scottish Housing Regulator, OSCR, accounting, external audit and any other relevant statutory and good practice requirements
- Ensure compliance with Policies; Scottish Social Housing Charter; Best Practice Guidance and current legislation
- Produce and manage an annual calendar of events to ensure BHA meets its requirements e.g., Board annual reviews, Annual Assurance Statement, Annual Return on the Charter etc.
- Working with the Leadership Team, ensure that Regulatory requirements are delivered
- Administration of the Audit and Risk Sub Committee
- With the Director of Customer Services, oversee production and submission of Annual Return on the Charter and any other regulatory returns
- Meet SHR regulatory guidance
- Strategic Management of Risk Register
- Compliance with the Scottish Housing Regulator's Regulatory framework, Performance Standards & Good Practice



- Follow and report on guidance from advisory bodies including EVH, SFHA, GWSF, TIS, TPAS and SHARE and advise of appropriate training and development opportunities.

## **Communications and Marketing**

- Work with the Executive Team and external advisors to design and oversee a communications and marketing strategy which raises BHA's profile in a positive way with tenants, community organisations and other stakeholders
- Working with the Leadership Team, identify priorities for marketing and public relations
- Deal with enquiries from external agencies, media and others as appropriate under guidance of the Chief Executive
- Supervise co-ordination and production of publications, including newsletters; annual reports and other information to tenants and customers
- Co-ordinate organisation of AGM; public meetings; training and conferences etc.

## **ICT and Digital**

- Strategic responsibility for developing, monitoring and supervising the Digital Strategy
- Working with our Data Protection Officer, supervise Data Protection responsibilities and ensure that we meet our GDPR and FOI requirements
- Develop digital capabilities to ensure we are planning and implementing efficient and effective use of ICT
- Develop and deliver an effective ICT infrastructure to ensure effective arrangements for all IT and digital development including support from our IT consultants and software suppliers
- Lead and direct arrangements for effective IT monitoring and development, budgets and contracts for network support in collaboration with Executive Team and other colleagues
- Provide appropriate direction and support for the digital skills required by our employees and Board members.

## **HR**

- Liaise with HR advisers, such as EVH, and provide direction to managers on HR issues
- Provide HR and employment law advice to the CEO, Leadership Team, and Governing Board where appropriate, following EVH terms and conditions of employment and associated guidance, liaising with EVH and our employment solicitor as required thus ensuring continuity of approach
- Ensure managers are provided with advice, assistance and effective processes to enable them to manage their teams in accordance with legal and contractual requirements
- Provide any required HR/Finance reviews, including staff conditions of service, in liaison with EVH and the Leadership Team
- In liaison with the Leadership Team, prepare an annual Learning Plan using information from My Contribution appraisal processes and other appropriate sources
- Co-ordinate management of Investors in People and any other relevant programmes which BHA provides
- Develop and review all HR Policies and Procedures and ensure they meet all legal and regulatory requirements
- Lead on the Executive Team functions relating to Business Continuity
- Ensure recruitment and HR policies fully comply with Equalities legislation and best practice



- Develop and implement people initiatives set out in the People Strategy and work with the CEO on future development of the People Strategy
- Support the CEO in developing a vibrant, open, supportive, fun and high performing culture at BHA.

### **Reporting to Chief Executive and Governing Board**

- Prepare and deliver reports for Chief Executive/Leadership Team/Board/Sub Committees on all areas of service under this remit
- Ensure that the Executive Team, wider Leadership team and Board are kept informed of changing legislation and good practice.

### **Other Tasks**

- Undertake any other relevant tasks which may arise from time to time, as directed by the Chief Executive
- Provide cover, if required, in the absence of other members of the Executive Team.



## Person Specification

CRITERION	ESSENTIAL	DESIRABLE
<b>Qualification/Professional Membership</b>		
<ul style="list-style-type: none"> <li>Educated to degree level in an appropriate discipline</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Membership (Full or partial) of a relevant professional Accountancy body or equivalent, and evidence of Continued Professional Development</li> </ul>	✓	
<b>Experience/Knowledge</b>		
<ul style="list-style-type: none"> <li>Experience of working in the Housing Association sector in Scotland and up-to-date knowledge of housing association regulatory and legal requirements</li> </ul>		✓
<ul style="list-style-type: none"> <li>Track record of successful leadership, motivating colleagues to deliver results</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Substantial recent relevant experience of working in a Finance, Business or Administrative environment at Management level</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Developing Strategic Plans and experience of delivering positive results</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Expertise in effective Human Resources management, including a practical understanding of employment legislation and HR policies</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of the Governance function, including following regulatory guidance, report writing, presentations, training and preparation of agendas and reports</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of managing communications and organising events</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of leading and developing an ICT service including Freedom of Information and General Data Protection Requirement</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of training staff members</li> </ul>		✓
<b>Skills</b>		
<ul style="list-style-type: none"> <li>Ability to lead and work collaboratively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Effective leadership, coaching, mentoring and motivational skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Policy development and implementation skills, and ability to contribute effectively at a strategic level e.g. making a substantial contribution to business planning</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work under pressure to meet deadlines, use initiative, make judgements and take decisions</li> </ul>	✓	



CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>▪ Excellent interpersonal and communication skills, including negotiating, influencing and presenting skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Ability to manage a diverse range of responsibilities effectively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Ability to build good relationships with both internal and external stakeholders</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Sound understanding of ICT systems and good IT and digital skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Ability to deputise for Executive Team colleagues if required</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Current and full driving licence, and have access to a vehicle</li> </ul>		✓
<ul style="list-style-type: none"> <li>▪ Ability to demonstrate resilience</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Ethical approach with passion for customers, communities and social purpose</li> </ul>	✓	