**Role Profile**

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| **JobTitle:** Head of Finance |
| **Department:** Finance and Business Services |
| **Reports to:** Director of Finance and Business Services |
| **Grade:** 9 |
| **Staff responsibility:** 3 Finance Assistants, 3 Finance Officers, 1 Project Accountants |

**Organisational Structure**

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| CEO |

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| Director of Finance and Business Services |

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| Head of Finance |

**Job Purpose**

To oversee all the financial aspects of the association’s strategy and responsibility for the flow of financial information to the Board, Regulator, Financial Institutions and other stakeholder groups.

To give leadership and direction to ensure a customer focussed, cost effective and high quality service through operational management of the Finance and Investment teams and functions, and related capital and revenue budgets.

To be an active and collaborative member of SMT, to provide the Board of Management with professional advice, support and guidance on legislative and regulatory requirements and best practice, to support the Chief Executive and other Directors to develop and deliver the Association’s Business Plan.

To ensure you and the team under your management are always focussed on excellent services to customers and that conduct and behaviours demonstrate commitment to the Association’s Values.

To give visible strategic and operational leadership and direction for finance, accounting and treasury management.

**Key Accountabilities**

* To ensure the financial viability of the Association by effective and proper management of its finances and operational activities and preparation of short, medium and long term financial forecasts and planning.
* To prepare financial strategies, policies and procedures for consideration by the Executive and the Board of Management to achieve budgetary and performance targets consistent with the Association’s approved business plan and budgets.
* To lead the continuous improvement of the management of Cairn’s Finance team’s activities consistent with regulatory requirements and best practice.
* To support the Committee of Cairn Homes & Services with financial advice and business planning support as required.
* To lead the annual budget setting process and present draft proposals for consideration and approval by the SMT and Board of Management.
* Develop and maintain adequate and proper accounting and control systems to produce accurate accounts and records consistent with all regulatory guidance and to ensure preparation of the annual and quarterly accounts for the Association for presentation to SMT and Board of Management.
* To ensure the preparation of the Association’s Annual Accounts in a timely manner and to liaise with the Association’s internal and external auditors and to be responsible for the preparation of the response to the annual audit management letter.
* Ensure that all statutory requirements of the Association are met including Charitable Status, VAT and Tax requirements and Regulatory compliance.
* To ensure that the SMT and Board of Management are made aware of financial risk when reaching decisions and to advise on appropriate monitoring techniques or strategies for minimising such risks.
* Advise on the appropriate insurance coverage for the Association.
* To ensure that finance and payroll legislation is maintained
* To work in partnership with other RSLs

**Person Specification**

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| **Education** |
| The post holder should be qualified to degree level and preferably hold the following recognised professional qualifications:   * Professional Accountancy Qualification (CA, ACCA, CIMA). * Professional Building or Management Qualification (RICS, MBA, CMI). |
| **Experience** |
| The post holder should have at least 5+ years’ experience working in a strategic role and can demonstrate a successful track record of:   * Developing and inspiring others to ensure the effective delivery of services for which the post holder is responsible in a rapidly changing environment. * Using financial information and modelling as a tool in driving change. * Effective working with diverse groups of people to achieve common objectives. * Proven track record of delivering results. |
| **Knowledge** |
| * The role of the Finance Manager involves analytical thinking and problem solving on a daily basis. * Competent in the use of financial accounting systems and Microsoft Office |
| **Skills and Abilities** |
| Essential   * Excellent verbal and written communication skills. * Customer centred approach, flexible, confident and assertive manner. * Excellent computer literacy, numeracy skills and negotiation skills. * Ability to manage and motivate a team to achieve objectives. * Proven leadership skills. * Creative problem solver. * Able to analyse complex information and make informed financial judgements. * Can meet demanding personal and team deadlines. * Experienced all round accountant e.g. financial accounts, management accounts, cash flow/treasury management, long-term financial planning and modelling. * Risk management and business planning experience. * Knowledge of sensitivity analysis and scenario planning. * Experience of handling groups/committees at board level, e.g. preparing and presenting papers. * Experience of performance management and reporting. * Ability to understand the service needs of customers. * Strong knowledge of CHA and/or housing sector * Knowledge of Scottish Government funding |
| **Personal Qualities** |
| * Analytical reasoning (is driven to do well, be effective, achieve, succeed and progress quickly through the organisation) * Compliance (adheres to policies and/or procedures, or seeks approval from the appropriate authority before making changes) * Delegating (appropriately designates responsibility and refers problems or activities to others for effective action) * Developing others (develops subordinates' competence by planning effective experiences related to current and future jobs, in the light of individual motivations, interest and current work situation) * Empathy (understands the feelings and attitudes of others and is able to put oneself in others' shoes). * Innovation (is change-oriented and able to generate and/or recognise creative solutions in varying work-related situations). * Integrity (maintains and promotes organisational, social, and ethical standards and values in the conduct of internal as well as external business activities) * Listening (draws out opinions and information from others in face-to-face interaction) * Communication (is proficient in both written and verbal communication) |

**Core Competencies**

* Put our customers first
* Strive for excellence
* Be accountable
* Think and act as ‘one team’
* Demonstrate respect
* Achieve work/life balance