



## Job Purpose

- To lead and be responsible for the Finance function of Foscadh Housing.
- To provide strategic and operational financial advice and analysis on all aspects of Foscadh Housing's activities.
- To provide a comprehensive range of accounting and reporting, treasury management, and risk management services to Foscadh Housing.
- To provide financial governance and regulatory compliance, working with the Board of Directors, CEO, and Management Team to ensure that the highest standards of governance are met.
- Develop and implement the overall financial strategy for Foscadh, ensuring robust budgetary control within the organisation.
- Develop and implement a strategy for financial processes and systems.
- To support the CEO in the development and implementation of the strategic and operational objectives set out in the strategic plan.
- Provide professional advice to the Board of Directors and committees on all matters within the areas of responsibility of the role.

## Main Duties

### Leadership

1. Review and develop the overall financial strategy that underpins Foscadh Housing's strategic direction and ensure that the financial implications of all strategic and physical plans are fully assessed and considered.
2. Lead and co-ordinate the governance, assurance, and risk accountability framework, working with the Management Team to identify and effectively manage strategic and operational risks.
3. Through the Management team, initiate and oversee the formulation and achievement of annual budgets and business plan goals.
4. Build and maintain appropriate partnerships and external stakeholder relationships – with relevant regulators, local authorities, developers, and providers of funding.
5. Promote the values of Foscadh Housing and demonstrate the highest level of commitment to community, diversity, and equality of opportunity in the way in which Foscadh Housing conducts all aspects of its business.

### Financial Management, including Accounting and Reporting.

1. Ensure that robust financial procedures and controls are in place that comply with statutory and regulatory requirements.
2. Advise the CEO, Management Team and Board on the overall financial position of Foscadh Housing, its ongoing performance and position through monthly management accounts and quarterly reports and KPIs, rectifying variances accordingly. Prepare the statutory accounts of Foscadh Housing and manage an effective relationship with the external auditors.
3. Ensure the Board and Management Team are provided with regular financial monitoring and control reports to enable the exercise of strategic controls over the financial affairs of the Foscadh Housing.
4. Develop the future funding strategy and secure future long-term finance to support Foscadh Housing's ambition for growth, whilst maintaining a strong focus on management of risks.
5. Provide models and analysis of new projects and programmes of activity.



## Main Duties Continued:

### Stewardship and Governance

1. Responsible for Foscadh Housing's company secretarial matters ensuring that the organisation operates and complies with financial aspects of corporate governance, regulatory, legislative, and statutory compliance.
2. Act as secretary to the Audit and Risk Committee and provide reports and updates as required. Ensure financial viability is maintained, and all legal, probity and scrutiny requirements are met in respect of financial and regulatory obligations.
3. Develop, secure approval for and deliver a comprehensive review of finance processes and systems, including a fixed asset register, securing operational efficiencies and control improvements.

### OVERVIEW OF ORGANISATION STRUCTURE:

- Foscadh Housing is governed by a Board of Directors, to whom the Chief Executive is accountable.
- Management of Foscadh Housing is the responsibility of the Chief Executive and his leadership team, which comprises:
  - Finance Manager
  - Housing and Development Manger
  - Compliance and Risk Manager

*No leadership role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities.*



## Person Specification

<b>Education/ qualifications</b>	Relevant professional qualification, i.e., ACCA, ICAI, ICAEW, ICAS, AIA, ICPAI, CIMA, CIPFA.
<b>Experience</b>	<ul style="list-style-type: none"><li>• A track record of achievement in strategic financial leadership and management, gained in a housing, property, or other regulated organisation.</li><li>• Experience of leading significant process and systems change projects.</li><li>• Experience of leading financial and business planning, and risk management.</li><li>• Experience, understanding and commitment to corporate governance and administration.</li><li>• Experience of housing development, funding, and risk appraisal.</li><li>• Experience of working closely with and reporting to a Board.</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Commercial and financial awareness and the ability to analyse complex information with clarity.</li><li>• Ability to think strategically, making a significant contribution to the formulation of policy, processes, and improvements.</li><li>• High level of written, presentation and interpersonal skills appropriate to a wide range of audiences.</li><li>• Ability to work sensitively with confidential information and with a high level of autonomy.</li><li>• Ability to build and facilitate strong internal and external relationships and corporate working.</li><li>• Able to demonstrate high standards of personal resilience, diplomacy, and integrity.</li><li>• Able to work under pressure and public scrutiny and deliver results to tight deadlines.</li><li>• Proven leadership and motivational skills, with the ability to take others with you.</li><li>• A thorough understanding of the areas for which the role is responsible, in particular, in relation to the regulatory environment and the legal requirements associated with being a housing provider.</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Understanding and empathy with Foscadh Housing's, aims and values.</li><li>• Interest in social housing and housing delivery.</li><li>• Commitment to equality and diversity.</li><li>• A desire to improve services and performance and make a real contribution to the running of Foscadh Housing.</li><li>• Strong community focus and commitment to high quality tenant services and engagement.</li></ul>