

Head of Finance and IT

Job Profile

Accountable to: The Chief Executive

Responsible for: Leading the Finance, IT and administration of the organisation

Last Reviewed: August 2018

Based at: Kingsland Hub, 242 Kingsland Road, London. E8 4DG, within walking distance of Haggerston station

1. Introduction

PBHA is a housing association with charitable aims that creates positive change in people's lives. As well as homes and support, we empower people to learn, access work and discover their creative talents. Based mainly in Hackney and Islington, we work with people who are homeless, have mental ill health, learning difficulties and multiple needs. Our work enables people to move on and lead independent lives.

We are committed to an asset based and psychologically informed approach to our work. Mutual support, participation and personal development for both staff and service users is key to this.

2. Putting the job in context

The Head of Finance and IT is a member of the Senior Management Team, along with the Chief Executive and Director of Services.

The Head of Finance and IT manages the Finance, IT, HR and Customer Services functions across the organisation. There is a strong dotted line to the Information Systems Officer.

3. Overall Responsibilities

- To ensure all internal services are fully integrated and focused on internal customers, providing a service that is flexible and responsive to need
- To ensure that the Finance department runs smoothly and is able to meet current and future strategic objectives
- As part of Senior Management Team, to contribute to strategy, policy, planning and risk management
- Report to Board and coordinate the Finance Committee
- To take a lead on the financial overview of Peter Bedford HA to ensure we can deliver in the short and long-term

- To safeguard PBHA's assets, ensuring the ongoing sound financial and legal stewardship of PBHA
- To ensure the IT network and database work effectively, efficiently and fully meet business requirements through contract managing the outsourced service provider
- Oversee HR across PBHA
- Oversee Customer Services (front of house service) at Kingsland Hub

4. Specific Responsibilities

As a member of Senior Management Team

- To be part of the team which leads, manages and takes responsibility for the strategy and development of the organisation
- Ensure that all parts of Peter Bedford HA benefit from inspired leadership that reflects and motivates the commitment, energy and enthusiasm of staff
- Keep up to date with all legislative and regulatory changes as appropriate and plan and implement changes as required to policy, training and guidance
- Assist in the preparation of grant applications, including coordinating the financial information used
- Institute and operate means of internal control
- Contribute to Board decisions and discussions, coordinating the Finance Committee meetings and papers
- The Head of Finance and IT is the appointed Company Secretary under PBHA's Rules, co-ordinating PBHA regulatory returns.

As Head of department

- Ensure the work of the team is properly allocated and executed
- Ensure that the team is aware of the five-year strategy and annual business plan of Peter Bedford HA and is involved in the planning and development of departmental work plans
- Actively promote and adhere to all Peter Bedford HA's policies and procedures, including assessing training needs
- Plan for and implement staff recruitment and selection for the team
- Ensure proper systems for managing and monitoring work are in place
- Work between teams to co-ordinate effective services

Financial management

- Lead on the development of Peter Bedford HA's budget to ensure that we have the capacity to deliver our strategic plans
- Lead on monitoring income and expenditure, and provide Senior Management and Operational Management Teams with high quality frequent financial and budgeting information and accounting services
- Seek external legal advice where required
- Advise on the appropriate level of reserves and manage our investments
- Effective management of assets and working capital

- Oversee production of monthly management accounts enabling managers to understand and control their budgets
- Manage production of the final audited accounts, supporting the external audit
- Ensure financial reports are prepared to time and quality

Infrastructure

- Manage and support the outsourced IT services and all databases and software systems used by Peter Bedford Housing Association.
- Lead PBHA's Digital Transformation journey, maximising the use of information, improving performance and engagement with tenants and participants
- Arrange and keep under review all insurances ensuring value for money
- Line manage the Office Manager, overseeing office supplies, contracts and repairs, and customer service at Kingsland Hub
- Conduct and review risk assessments on the Finance and IT workflows. Support the work of the Health & Safety Officer where required.

5. General responsibilities of all employees

- Ensure adherence to PBHA policies and procedures
- Participate in key meetings
- Contribute to policy development, income generation, strategic and annual planning, corporate and cross-team activities, external partnerships and promotional activities as required
- Promote, develop and support PBHA's ethos, values and impact
- Provide cover for other team leaders and other workers

All staff are expected to:

- Work co-operatively as part of a team and with other teams
- Be involved in the selection and training of new workers and volunteers
- Take responsibility for own learning and development
- Engage in 1:1 reviews, appraisals and all relevant meetings
- Ensure the observation of all PBHA's policies and practices, including those relating to equality and diversity, confidentiality, health and safety, financial control, standing orders, recruitment, supervision, appraisals, sickness and disciplinary
- Plan and organise own work
- Undertake all other reasonable duties

6. General information

Please note that:

- Post holder must recognise the needs of the organisation to change the role as is necessary for development.
- All PBHA work premises are non-smoking.

7. Access Information

The Kingsland Hub site has one level and is accessible to wheelchair users.

8. Accountability

The Head of Finance and IT is accountable to the Chief Executive. The post-holder will report regularly on performance and strategic matters to the PBHA Board. The post-holder will co-ordinate and administer the Finance Committee.

9. Main Conditions of Service

This is a part time position. The post is for 30 hours per week, 4 days per week, preferably Monday – Thursday, 7.5 hours per day. Duties will occasionally be carried out over evenings and some public holidays. Overtime is not paid but time off in lieu is given.

Annual leave entitlement is 26 days per year plus normal bank holidays pro rata (inclusive of bank holidays). This will rise after each completed year of service to a maximum of 30 days.

The starting salary for this post will be in the range of £50,000 (£40,000 pro rata). The salary will be determined by Board review.

Post holders will be eligible for membership of the organisation's contributory pension scheme.

In common with all posts at PBHA, confirmation of appointment is subject to a probationary period (6 months).

The notice period for this role once probation is passed is 3 months.

PBHA is committed to equal opportunities and anti-discriminatory practice.

ROLE REQUIREMENTS

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the application form or covering letter to demonstrate your capabilities, in relation to each point listed under essential requirements in the role requirements. Where relevant use your answers to illustrate how your competences have helped you achieve positive results.

The minimum experience required for the post is:

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by*

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| A | • Qualified Accountant with demonstrable and substantial post qualification experience |
| A | • Experience gained in a regulated housing or charitable organisation or a relevant public sector organisation |
| A | • Demonstrable experience of line managing a professional team |

- A / I • Experience of best practice HR and organisational management
- A • Significant experience of delivering high quality and complex services for internal customers
- A / I • Experience of securing and maintaining effective internal and external partnerships

The competencies required for the post are the ability to:

- Assessed by*
- I / T • Strategic thinking and planning
 - I • Manage resources by contributing to raising funds and maximizing the impact of all our resources, whether physical assets or staffing
 - I • Ability to negotiate successfully, demonstrating tact and diplomacy and commanding respect
 - A / T • Ability to lead the Finance and IT department to achieve excellent standards
 - I / T • Ability to foster positive relationships internally and externally appreciating each other, and communicating clearly and in a way accessible to the audience
 - I / T • Ability to reflect and continually improve services

It is desirable that the candidate will have:

- Assessed by*
- A / I • Experience of developing strategic financial plans, including risk planning
 - I • Experience of working in a senior management team and reporting regularly to Board
 - I • Experience of influencing the Chief Executive, Board and Senior managers
 - A / I • Experience of developing and maximising the impact of IT systems
 - A / I • Experience of financing capital investments in existing housing and new developments
 - A / I • Experience of change management

The successful candidate will need to be committed to:

- Assessed by*
- I / T • A strengths based people focused culture
 - I / T • Setting high standards when promoting equality and diversity
 - A / I • Being accountable for all areas of responsibility, notably compliance with legislative, contractual and regulatory requirements
 - I • Co-operative team working.
 - I

I / T

- Have the flexibility to accommodate work responsibilities that occasionally extend beyond normal working hours at short notice.
- Model high standards of performance and personal conduct

Assessed by*

- A Assessed through Application Form
I Assessed through Interview
T Assessed through Assessment