

Job title:	Head of Corporate Finance
Reports to:	Director of Finance & Resources
Perm or contract:	Permanent
Full-time or part-time:	Full-time
Location:	Hybrid (Manchester)

About Golden Lane Housing Limited

Golden Lane Housing Limited is a Community Benefits Society who works with people with a learning disability to provide supported housing around which they can build their lives and to help tackle the immense challenges that people with a learning disability face in finding a home.

Our vision: Our vision is a world where everyone with a learning disability has opportunities to access good quality housing that meets their needs.

Our values:

- ✓ **Caring:** we support our tenants and colleagues and help them to achieve goals.
- ✓ **Listening:** we involve tenants in the review and design of housing services.
- ✓ **Honesty:** we build trust with tenants and families with fairness.
- ✓ **Reliable:** we are dependable and trusted to keep our standards and commitments.
- ✓ **Creative:** we work together in many different ways for great results
- ✓

About the role

The Head of Corporate Finance (HoCF) will support the Finance Director and Executive Team, in ensuring the Finance team delivers what is required to support the overall Financial and Business Strategy.

The HoCF will oversee the work done by the Finance Team and has responsibility for the completeness, accuracy and reliability of all financial information within the organisation. In this role, the HoCF will consistently look for ways to improve the financial control framework and maintain an effective platform to manage risk.

The HoCF will be responsible for the financial modelling of the 10 year Business Plan, stress testing and the financial modelling of the mitigation plan, working very closely with the Finance Director and Executive Team. The HoCF will also lead the process of the preparation of the annual budgets working closely with Budget holders across the organisation and developing a strong business partnering culture.

The HoCF contributes to the success of the organisation through effective management of the finance team and by providing key support to the Finance Director. The HoCF will have a clear understanding of the strategic vision of the organisation and plays an active part in the establishment of the operational plans to deliver this vision.

Responsibilities – The Head of Corporate Finance will:

- Lead the Management Accounts, Treasury and Procurement functions within the Finance Team.
- Prepare the 10-year Business Plan ensuring high levels of accuracy, ensuring the Business Plan is robust by stress testing various scenarios and sensitivities.
- Lead on the annual budget process and the preparation of the monthly Management Accounts, ensuring the team produces financial information liaising with budget holders, to enable the organisation to make informed decisions.
- Develop the Annual Treasury Strategy, liaising with the Finance Director.
- Ensure robust Cashflow forecasting is in place which enables the liquidity requirements are maintained, and assist the Finance Director in securing funding when required.

- Assist the Head of Finance in the close down of the financial year, and the preparation of various notes within the Annual Report and Financial Statements for the organisation, ensuring adherence to all relevant accounting policies.
- Prepare key Regulator of Social Housing Financial Returns, including the FFR and SDR.
- Be responsible for ensuring robust controls are in place to mitigate any fraud.
- Be responsible for ensuring Internal policies are reviewed and kept up to date, including the Financial Regulations and Scheme of Delegation, Treasury Management Policy.
- Work closely with the Head of Finance to ensure the Finance Team information produced is accurate, timely and reliable.
- Review current systems and always look for ways to improve the system outputs which helps drive efficiencies within the Finance Team.
- Consistently look for ways to improve the financial control framework and maintain an effective platform to manage risk.
- Be responsible for leading on any Internal Audits that fall in their area of responsibility.
- Be responsible for preparing reports for the Executive Team, Risk and Audit Committee and Board, which are relevant to their areas of responsibility.
- Lead and co-ordinate the Performance indicators for the organisation.
- Be the lead coordinator for the development, implementation and monitoring of the Value for Money strategy for GLH in line with regulator's requirements, working closely with the Finance Business Partners to ensure that best practices are embedded within the organisation.
- Be responsible for the preparation of the VFM section in the Annual Report and Financial Statements.
- Be responsible for recruitment and to lead, motivate and coach direct reports and will ensure that the finance function is established as a facilitator to the business.
- Be responsible for the management of projects including the implementation of a Finance System and/or developing an existing system.
- Be required to support on any other ad hoc duties as directed by the Finance Director.

Candidate Requirements	Essential	Desirable	Method of Assessment (Key Below)
Full Membership of a recognised UK Accounting body, For example ACCA, CIMA or equivalent.	✓		CQ
Degree or a Equivalent qualification level, in a relevant subject.		✓	CQ
Extensive financial experience covering a wide range of areas within Finance.	✓		CC/I
Experience of Business Planning including the development of stress testing scenarios and sensitivities.	✓		CC/I
Experience of leading the Annual Budget setting process.	✓		CC/I
Sound Technical knowledge and the ability to interpret and apply accounting standards, for example SORP, FRS.	✓		CC/I
Ability to interpret relevant information, analyse complex data, review alternative solutions and come to well informed conclusions.	✓		CC/I
Knowledge and practical experience of using IT as analytical and management tools.	✓		CC/I
Experience of using a Business Planning tool for example Brixx, Abovo.	✓		CC/I
Experience of contributing to and implementing strategy and delivering results.	✓		CC/I
Experience of leading a Finance Team to achieve high standards and results.	✓		CC/I
Experience of staff management, including appraisal, motivation, and be a people developer.	✓		CC/I
Capable of delivering results to tight deadlines and under pressure, and maintaining accuracy.	✓		CC/I
Excellent written skills including writing reports and policies, for Executive, Committee and Board meetings.	✓		CC/I
Able to communicate effectively and build effective working relationships with customers, both internal and external, and other stakeholders, and having confidence to challenge others and senior management and able to interact effectively with different people.	✓		CC/I
Experience of a financial accounting systems. For example, Unit 4		✓	CC/I
Experience of Implementation of a Finance System including Project management skills.		✓	CC/I
Open minded, innovative, and creative, keen to seek new working methods.	✓		CC/I
An understanding and experience of working for the 'Not for Profit' Sector and/or Housing Provider in the Social Housing Sector.	✓		CC

Candidate Requirements	Essential	Desirable	Method of Assessment (Key Below)
Knowledge of or willingness to learn more about learning disability and autism.	✓		CC/I
Understanding of and willingness to promote EDI in employment and service delivery.	✓		CC/I
Current, valid UK driving licence with the ability to travel throughout the district and to other locations as required by the business.	✓		I
The post holder may be required to work outside normal office hours on occasion.	✓		I

Key:

CC – CV and Covering Letter

I – Interview

CQ – Certificate of Qualification