

Job title:	Head of 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 Finance (HoF) 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 HoF 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 HoF will consistently look for ways to improve the financial control framework and maintain an effective platform to manage risk.

The HoF will be responsible for the preparation of the Annual Report and Financial Statements, and ensure the Rents and Service charge process in place is robust and meets regulatory requirements. In addition, the HoF will support the Head of Corporate Finance in the preparation of the 10-year Business Plan, and the annual budgets.

The HoF contributes to the success of the organisation through effective management of the finance team and by providing key support to the Finance Director. The HoF 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 on this vision.

Responsibilities – The Head of Finance will

- Lead the Financial Accounts, Rents and Service Charge, Income and Accounts Payable Teams.
- Lead on the close down of the financial year and prepare the Annual Report and Financial Statements for the organisation, ensuring adherence to all relevant accounting policies.
- Lead and manage the Internal Audit Programme, ensuring Internal Audits are completed and reported on in a timely manner, and track outstanding audit actions.
- Prepare the key Regulator of Social Housing Financial Returns, including the FVA, Quarterly Financial Survey.
- Ensure Funder covenants are met and reported on monthly, in line with loan agreements.
- Be responsible for the ensuring robust controls are in place to mitigate any potential fraud and ensure a response plan is followed should there be an incurrence.
- Be responsible for ensuring Internal policies are reviewed and kept up to date, including the Financial Regulations and Scheme of Delegation, Anti-Fraud and Bribery policies.

- Be responsible for co-ordinating the upkeep of the Assets and Liabilities Register, in line with any regulatory and internal changes.
- Work closely with the Head of Corporate Finance to ensure the Finance Team information produced is accurate, timely and reliable and review the monthly Management Accounts and Balance sheet reconciliations and highlight any issues to the Finance Director.
- 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 the External and Internal Audit process, ensuring all relevant reports supporting the process are completed.
- Be responsible for preparing reports for the Executive Team, Risk and Audit Committee and Board, which are relevant to the areas of responsibility within Finance.
- 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 an Equivalent qualification level, in a relevant subject.		✓	CQ
Extensive financial experience covering a wide range of areas within Finance.	✓		CC/I
Experience of preparing the Annual Report and Financial Statements and monthly management accounts.	✓		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 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
An understanding and experience of working for the 'Not for Profit' Sector and/or Housing Provider in the Social Housing Sector.	✓		CC/I
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

Candidate Requirements	Essential	Desirable	Method of Assessment (Key Below)
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