

Orkney Housing Association Limited Finance Manager Job Description

Statement:

You will work in a way that shows genuine commitment to providing a great quality of service for all our customers. This will mean demonstrating, by word; action and measurement that the views and opinions of customers are taken into account in all aspects of service delivered by you, or by those whom you manage. You will also contribute actively to the Association's "one business" approach to working with colleagues in different parts of the organisation.

Objectives of Post:

- To manage the Association's Finance Team, as a core part of the Finance section.
- To ensure the financial affairs of the Association are managed in a manner conducive to the meeting of its objectives.
- To ensure a high standard of financial control, processing, recording and reporting.

Reporting to:

- Depute Chief Executive

Staff managed:

- Finance Officer
- 2 x Finance Assistants

Responsibilities:

- Provision of management accounts and other management information in a format suitable for Committee and budget holders.
- Provision of other financial information as required for the planning, monitoring and control of the Association's financial affairs.
- Management of all borrowings, investments and cash balances.
- Financial planning and budgetary control.
- Ensuring compliance with all relevant accounting standards, legislation, the Scottish Housing Regulatory Standards and good practice guidance.
- Ensuring adequate insurance cover is in place and provide information to other staff as required.
- Preparation of draft annual accounts and supporting audit schedules.
- Preparation and arrangements for the annual external audit.
- Ensuring the maintenance of accurate and up to date loan and asset registers.
- Monitoring and recommending changes to Financial Policies.
- Preparing and monitoring the effectiveness of the Association's Financial Procedures.
- Monitoring expenditure on development projects and ensuring timeous draw down of grant and loan funds.
- Supervision of managed staff.
- Procurement of consultant services as required.
- Enabling innovation and improvements in working practices.
- Active participation in the Leadership Team.

Key Tasks:

- Preparation of annual accounts for audit.
- Preparation of annual budgets (in accordance with policy).
- Rent and service charge setting (in conjunction with housing management staff).
- Preparing 30 year financial projections for the Business Plan.
- Submission of Scottish Housing Regulator and other statutory financial returns.
- Identifying and managing investments in accordance with the Association's Treasury Management Policy and Strategy.
- Preparation of quarterly management accounts and cashflow projections.
- Updating development cashflow projections on a monthly basis and monitoring funding requirements and reporting thereon.
- Monitoring compliance with internal financial controls as detailed in policies and procedures.
- Provision of information as required by the Chief Executive and other budget holders.
- Day to day supervision of the Finance Officer and Finance Assistants.
- Supporting the Management Committee and Sub Committees.

Other duties:

- Training of other staff as appropriate.
- Any other duties consistent with the post as required.
- Member of the Association's Leadership Team.

Authority:

- Instruction and supervision of managed staff.
- Responsibility for procurement and other authorities in line with the Procurement Policy.

Specific Conditions of Post:

- Compliance with the Data Protection Act (2018) & UK GDPR.
- Attendance at appropriate events on and off Orkney.
- Occasional out of hours work.

Working Conditions:

Hours of work: 35 hours per week, normally 9am to 5pm (1 hour lunch break - coordinated with other staff to ensure continuous cover)

Place of Work: Association's office though some home working may form part of an agreed working pattern.