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**JOB DESCRIPTION**

**Head of Finance**

**Location:** Trafford House

**Hours:**  Full time (35 hours per week)

**Salary:** £65, 149

**Responsible to:** Executive Director - Finance

**Responsible for:** Project Accountant,

Financial Services Accountant,

Senior Business Partner and

Treasury & Regulatory Accountant

**Purpose of the Post**

To work collaboratively in partnership with the Executive Director of Finance and the MSV Leadership Team to ensure the Group’s financial viability is maintained, its processes and services transformed to represent best practice and its Business and Corporate Plan is delivered.

In particular, the Head of Finance will:

* Lead and inspire the Finance Team to provide high quality, timely financial management information
* Ensure that comprehensive financial controls are applied across the Group.
* Employ effective financial and risk management to ensure the Group complies with regulatory and relevant standards including Value for Money.
* Ensure effective treasury management for the Group.
* Ensure effective procurement practices throughout the Group.
* Lead the development, review and implementation of the Delegatory Framework, embedding throughout the Group and providing appropriate training
* Partner with other teams to deliver corporate objectives through the development of excellent and efficient processes and systems.
* Embrace the values and ethos of MSV to develop and implement appropriate strategies to affect best practice in all areas of community, diversity, access and inclusion.
* Deputise for the Executive Director of Finance as required.

**Key Responsibilities**

**Leadership and Management**

* Provide effective strategic leadership to the Finance Team. Motivating, supporting, developing and empowering the team to deliver excellent services to all stakeholders

**Financial Management and Reporting**

* Lead the annual budget setting process, ensuring a robust timetable is produced and followed, responsibilities are assigned and the final budget is presented to the Executive Team to recommend to Board
* Motivate and lead the Senior Business Partner to ensure the Business Partnering Team deliver a high quality service which supports Budget Managers to develop and effectively manage a robust budget.
* Ensure the Business Partnering Team produce timely, relevant and accurate financial management information to support the compilation of reports to Boards, Committees, Executives and Managers to support MSV to deliver its strategic objectives and influence decision making.
* Report the financial position of MSV Invest Limited to Board.
* Lead on the delivery and continuous improvement of long term financial planning which includes effective stress testing and sensitivity testing to assess and ensure financial viability.

**Financial Services and Reporting**

* Motivate and lead the Financial Services Accountant to produce timely Group financial statements which comply with all statutory, tax and regulatory requirements, liaising with the Group’s auditors to ensure timely completion of the annual audit.
* Ensure the Financial Services Team accurately process and record financial transactions on a timely basis.
* Motivate and lead the Financial Services Accountant to ensure rent and service charges calculations, notifications and accounting requirements achieve statutory and regulatory requirements and best practice.

**Treasury Management**

* Work with the Executive Director to develop and implement the Treasury Management Policy, Annual Treasury Strategy and to refinance funding when necessary.
* Motivate and lead the Treasury Accountant to monitor the Group’s cash flows and investments to ensure funds are properly managed and cash requirements identified on a timely basis.
* Ensure the Treasury Team effectively manage the loan portfolio, submitting returns and monitoring loan covenants for funders, managing borrowings to minimise interest cost and ensuring appropriate asset security cover.

**Growth and Developments**

* Ensure the Business Partnering Team support the effective financial appraisals of development and investment programmes.

**Business Excellence and Continuous Improvement**

* Motivate and lead the Project Accountant to work collaboratively on project teams, advising on finance, assisting with information and progressing the project as appropriate.
* Motivate and lead the Project Accountant to deliver improvements to the finance systems to achieve greater efficiency and effectiveness
* Work collaboratively, sharing best practice from external partners, leading and promoting change management to successfully develop and deliver excellent service and key strategic projects.

**Compliance and Risk**

* Ensure the timely, accurate completion and submission of financial and statistical regulatory returns, reporting on actual, forecast and planned performance.
* Lead on tax compliance, with support from the Financial Services Accountant, including VAT, Corporation Tax, PAYE and CIS.
* Keep up to date with changes and best practice in relevant legislation and regulatory issues, recommending and implementing changes in policies and procedures that will improve compliance and service delivery.
* Act as the Group’s Money Laundering Lead and oversee the Group’s Anti-Fraud and Bribery policies and procedures.
* Deliver services within the Group’s Risk Management Framework and ensure that risks are effectively managed.
* Oversee insurance matters, including arranging cover and renewal, handling claims and liaison with brokers and insurers.

**Procurement**

* Motivate and lead the Procurement Officer to ensure the Group effectively procures goods and services in line with best practice to meet statutory requirements and achieve value for money.

**Other**

* Work within and apply the values, policies, procedures and regulatory framework of the Group as per the Corporate Plan.
* Comply with and apply all Health and Safety policies and procedures.
* Support and contribute to the Group’s approach to health and wellbeing.
* Support and contribute to the Group’s approach to value for money
* Be fully committed to and promote equality and diversity in all activities associated with the Group.
* Apply the principles of data protection and always maintain the confidentiality, integrity and accuracy of the Group’s data.
* Represent the Group in a professional manner at all times.
* Undertake such other duties as may be reasonably required by the Group.

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**Person Specification**

**Head of Finance**

**1. Appropriate Professional Qualification**

* Qualified accountant (ACA / ACCA / CIMA / CIPFA) (E)
* Evidence of and commitment to continual professional, leadership and personal development.(E)

**2. Experience and Track Record**

* Proven track record in a senior leadership management role delivering all aspects of the corporate finance service in a complex organisation. (E)
* Experience of operating within a regulated sector. (E)
* Experience working within social housing. (D)
* Experience of leading budget setting and management. (E)
* Experience of successful business planning to deliver corporate objectives. (D)
* Experience of working collaboratively with multi-disciplinary teams to drive organisational change and development. (E)
* Experience of delivering financial support through a business partnering approach. (E)
* Experience of cash flow management (E)
* Experience of treasury operations.(D)

**3. Knowledge and Skills**

* Ability to lead, motivate and inspire in line with MSV’s values and culture. (E)
* Ability to plan, prioritise and organise effectively to meet changing needs.(E)
* Effective financial management, planning and budgetary control skills.(E)
* Sound understanding of financial controls, policies and procedures.(E)
* Knowledge of housing association finance and regulations. (D)
* Excellent IT skills including advanced use of Excel, knowledge and use of finance and feeder systems, relevant processes, dependencies and interfaces. (E)
* Ability to analyse complex data to produce reports and deliver information to a range of audiences.(E)
* Excellent interpersonal and presentation skills (verbal and written) to enable effective communication in a variety of settings. (E)

**4. Personal Characteristics**

* Strong commitment to the values and aims of the organisation.(E)
* An authentic and inspiring leader who is resilient and robust with a positive outlook and encourages innovation.(E)
* Professional approach to the role and commitment to achieving high standards. (E)
* Able to attend evening meetings including meetings with the Board, Committees or customers as appropriate. (E)

Key: E: Essential D:Desirable