BLAIRTUMMOCK HOUSING ASSOCIATION LIMITED

JOB DESCRIPTION

A.	**Post:**	**Finance Manager**
B.	**Responsible to:**	**Director**
C.	**Responsible for the following staff:**	**Finance Assistant**
D.	**Grade and Salary:**	**Grade 8: PA28-PA31 (£51,075 - £55,259**)

1. Main Objectives of the Post

a) To provide strategic financial leadership and advice to the Director, Management Committee and Senior Management Team, supporting effective decision-making and the achievement of the Association's objectives.

b) To lead and manage the Association's finance, treasury management, procurement, insurance and information technology functions.

c) To contribute to the overall leadership, strategic direction and continuous improvement of the Association as a member of the Senior Management Team.

d) To ensure the long-term financial sustainability of the Association through effective financial planning, treasury management, business planning, cashflow management and compliance with lender requirements.

e) To maximise the Association's financial resources through effective grant management, funding claims and financial control.

f) To work collaboratively with tenants, customers, Board Members, colleagues, regulators, lenders, auditors and external partners to deliver excellent services and positive outcomes.

g) To ensure compliance with all applicable statutory, regulatory and governance requirements and promote best practice in financial management and organisational performance.

h) To lead and oversee the financial management, accounting, budgeting, statutory reporting and governance arrangements of Blairtummock & Rogerfield Opportunities (BRO), ensuring compliance with all relevant charitable, company and regulatory requirements.

i) To lead and support the procurement and management of the Association's corporate support contracts, ensuring cost-effective, high-quality services that support the effective operation of the organisation.

2. Accountability

The postholder is accountable to the Director for the effective leadership and management of the Association's finance, treasury, procurement, insurance and IT functions and is accountable to the Management Committee through the Director, operating within approved delegated authorities.

3. Principal Duties

a) Finance Leadership and Management

- Lead and manage the Association's finance function, ensuring the effective delivery of finance services across the organisation.
- Supervise, support and develop the Finance Assistant and ensure the effective delivery of all finance services.
- Promote a culture of continuous improvement, accountability and high performance.
- Ensure financial activities are undertaken in accordance with Association policies, regulatory requirements and professional accounting standards.
- Contribute to organisational improvement initiatives and promote a culture of innovation, efficiency and value for money.
- Oversee the delivery of payroll services, including management of outsourced payroll arrangements, ensuring payroll data is accurately processed, payments are made correctly, and all statutory and organisational requirements are met.

b) Strategic Financial Planning

- Provide strategic financial advice and support to the Director, Management Committee, Committees and Senior Management Team.
- Lead the preparation of annual budgets, financial forecasts, business plans and long-term financial projections for both the Association and BRO.
- Support organisational decision-making through the provision of robust financial analysis, modelling and performance information.
- Contribute to the development and delivery of the Association's strategic objectives and business plans.
- Lead the financial appraisal of new build, development and major investment projects.
- Support the preparation and monitoring of the Association's long-term financial plans and business strategy.
- Support the development of business intelligence and performance reporting tools to inform strategic decision-making.
- Support the financial planning of asset management, decarbonisation and sustainability programmes.

c) Financial Reporting and Performance Management

- Prepare timely and accurate monthly management accounts and associated performance reports.
- Monitor financial performance against approved budgets and business plan assumptions.
- Develop meaningful financial reporting frameworks, key performance indicators and benchmarking information.
- Present financial information and reports to Management Committee, Committees and senior management as required.

d) Treasury Management and Financial Sustainability

- Lead the Association's treasury management activities, ensuring effective management of cashflow, investments and borrowing arrangements.
- Maintain and develop relationships with lenders, funders and financial advisers.
- Monitor compliance with all loan agreements and covenant requirements.
- Provide recommendations on funding strategies and financial resilience to support the Association's long-term objectives and development ambitions.
- Lead on the financial assessment and modelling of future development opportunities, major stock investment programmes and strategic investment decisions.
- Lead on covenant forecasting and stress testing to support business planning and compliance with lender requirements.

e) Annual Accounts, Audit and Regulatory Compliance

- Lead the preparation of annual statutory accounts for the Association and BRO.
- Liaise with external auditors and coordinate all audit activities.
- Ensure compliance with all relevant accounting standards, legislation and regulatory requirements.
- Ensure the accurate and timely submission of all statutory and regulatory returns.

f) Governance and Risk Management

- Support the Association's governance framework through the provision of financial assurance and advice.
- Develop and maintain financial policies, procedures and internal control systems.
- Support the maintenance of the corporate risk register and lead on financial risk management.
- Ensure compliance with approved standing orders, delegated authorities and financial regulations.
- Act as the Association's lead officer for financial governance and assurance.
- Support the Management Committee in fulfilling its governance and financial oversight responsibilities.
- Support engagement with the Scottish Housing Regulator and other regulatory bodies on matters relating to financial health, governance and business planning.

g) Management of BRO (Blairtummock & Rogerfield Opportunities)

- Lead and manage the Association's finance function and provide strategic financial oversight for Blairtummock & Rogerfield Opportunities (BRO).
- Prepare annual budgets, management accounts, financial forecasts and statutory accounts for BRO.
- Ensure appropriate financial controls and governance arrangements are in place.
- Support BRO's Board and management in the effective stewardship of charitable resources and funding arrangements.
- Monitor project and grant expenditure and ensure all eligible grant funding is claimed and reported in accordance with funder requirements.
- Attend and support meetings of the BRO Board and any relevant committees as required.
- Provide financial advice and reporting to BRO Board Members and senior staff.

h) Grant Funding and Development Activity

- Ensure all grants, subsidies and funding streams available to the Association and BRO are identified, monitored and claimed on a timely basis.
- Support the financial appraisal of investment, regeneration and development opportunities.
- Assist in securing external funding to support strategic and community investment objectives.

i) Digital Transformation and Systems

- Lead the development, management and continuous improvement of financial systems and reporting processes.
- Oversee the effective management of the Association's IT and finance systems.
- Support digital transformation initiatives and promote the effective use of technology across the organisation.

j) Insurance and Asset Protection

- Ensure the Association maintains adequate insurance cover and achieves value for money across its insurance arrangements.
- Lead the annual insurance renewal process and maintain records of insurance policies and declarations.
- Advise on insurance-related risks and mitigation measures.
- Ensure appropriate arrangements are in place for cyber security, information governance, data protection and business continuity.

k) Office Operations, Contracts and Procurement

- Manage and oversee the Association's office operational contracts, ensuring services are delivered efficiently, effectively and provide value for money.
- Lead on the procurement, monitoring and review of contracts relating to office services and support functions, including IT, telecommunications, utilities, office equipment, software, insurance and other corporate service contracts.

- Ensure compliance with the Association's procurement policies, financial regulations and relevant legislative requirements.
- Monitor contractor performance, service standards and contract expenditure, taking appropriate action where required.
- Identify opportunities to improve efficiency, reduce costs and enhance service delivery through effective contract management and procurement practices.
- Maintain accurate records of contracts, renewal dates and procurement activities and provide reports to senior management and the Management Committee as required.

l) General

- Attend Management Committee, Sub-Committee, BRO Board and other meetings as required, including occasional evening meetings.
- Deputise for the Director on financial and corporate matters where appropriate.
- Develop and maintain effective relationships with Board Members, regulators, lenders, auditors, partners and other stakeholders.
- Promote equality, diversity, inclusion and fairness in all aspects of service delivery and employment practice.
- Provide operational support and cover for the Finance Assistant where required.
- Undertake any other duties commensurate with the responsibilities and grading of the post.