


Hanover (Scotland) Housing Association Ltd

JOB DESCRIPTION	
Position:	Director of Finance
Department:	Chief Executive Department
Reports to:	Chief Executive
Band:	B

The logo for Hanover Scotland features five stylized houses in a row, colored pink, purple, green, yellow, and orange from left to right. Below the houses, the text "HANOVER SCOTLAND" is written in a bold, sans-serif font.

Purpose of Job

You will be a member of the Chief Officer's team and will actively contribute to the development and delivery of Hanover Scotland's vision, corporate strategy and direction.

Working closely with the Chief Officer's you must ensure that the Association fully meets financial management, governance, regulatory and statutory requirements.

You will have overall responsibility for the leadership and direction of the strategic and operational functions of the finance department.

You will act as a role model, encouraging all employees to deliver a high-quality service, to give of their best and demonstrate the Association's values.

Main Duties and Responsibilities

1. Strategic Management

- Work closely with the Chief Executive, Board and leadership team to ensure affordability, viability and strategic development and implementation
- Lead on the professional management of financial resources, protecting the financial health of the Association, in line with statutory and regulatory requirements.
- Responsible for the budgeting process.
- Responsible for the financial management and reporting of all aspects of the business.
- Ensure financial information, forecasting, sensitivity analysis and modelling contributes to the achievement of sound decision making and to the achievement of business objectives and strategy.
- Ensure staff in your department operate openly as true business partners, working across the business to constructively support the work of others.

2. Financial Strategy

- Design and implement financial management strategies to ensure operational effectiveness and efficiency.
- Lead on the management of Hanover's financial resources in line with procedures, including management of mortgages, loans and covenants, HSHA reserves and the safety of short term investments.
- Accountable for the management of the register of assets and liabilities.
- Manage historic, current and future pension provision.

- Ensure the management of finance functions meets departmental and corporate objectives.
- Responsibility for regular and rigorous stress testing of key assumptions and financial information in the Business Plan.

3. Governance

- Provide the Board with strategic advice and management information to enable the Association to achieve good outcomes for our tenants and other service users.
- Provide high quality financial, risk and performance management information to allow it to make good decisions with regard to Hanover's resources to ensure its financial well-being and economic effectiveness.
- Provide good quality information and advice to the Board to enable it to fully identify, understand and mitigate risks.

4. Audit and Risk Management

- Accountable for risk management and audit services, including regular scenario planning to the standards stipulated by the Board.
- Lead on the implementation and monitoring of anti-corruption and anti-fraud policies and procedures, regular monitoring and the championing of these to the wider staff group.
- Lead on the constant review of the financial health of the Association, reporting to the Board and leadership team.

5. Performance Management

- Responsible for performance management, working closely with the leadership team to continuously improve Hanover's performance.

6. People Management

- Develop and manage an effective and motivating team culture, ensuring consistently high standards of performance and team wellbeing are achieved.
- Ensure team managers understand their business areas and that they actively involve their internal customers.
- Lead the Strategic Finance team's contribution to the wider corporate initiatives ensuring the team has a clear understanding and involvement in the objectives other business units are working to achieve.
- Ensure the Strategic Finance team work to exacting customer service standards.

6. Business Continuity

- Participate in the Hanover Out of Hours Rota.
- Deputise for the Chief Executive, when required.
- Undertake other tasks necessary to fulfil the requirements of the role.
- Undertake other duties as may be required by the Chief Executive.

Person Specification

Job Title: Director of Strategic Finance

Skills	
Excellent leadership skills	Essential
Strong IT skills – ability to quickly master software packages and extract, interpret and apply data	Essential
Skilled management accountant	Essential
Excellent organisation skills	Essential
Excellent project management skills	Essential
Exceptional communication skills at all levels	Essential
Positive relationship management skills	
Abilities and Behaviours	
Be an insightful and influential leader	Essential
Ability to think and work strategically and deliver operational excellence	Essential
Ability to position a finance team as a driver for cross-business excellence	Essential
Charismatic and approachable by all levels of employees	Essential
Have high integrity and openness combined with a commitment to good governance	Essential
Be energetic, highly motivated with an enquiring mind and a passion for excellence	Essential
Ability to influence stakeholders	Essential
Ability to lead a diverse team to achieve strategic and operational objectives	Essential
Ability to handle high levels of pressure and make critical decisions	Essential
Exude gravitas and enjoy the confidence of the leadership team and the Board	Essential
Knowledge	
Advanced knowledge and understanding of accountancy and financial matters	Essential
Advanced knowledge of risk and treasury management, and internal and external audit	Essential
Be commercially astute	Essential
Knowledge of strategic financial management in the housing sector	Desirable
Experience	
Significant experience of leading a finance function in a business of similar scale and/or complexity	Essential
Experience of internal and external audit	Essential
Experience of long-term forecasting, modelling and sensitivity analysis	Essential
Education/Qualifications	
Degree in Accountancy or equivalent degree	Essential
Membership of an accountancy body	Essential
Qualification in people management	Desirable
Other	
Driving License	Desirable