

Finance Manager

Role Profile

Reporting to:	Head of Finance
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Job Summary

As Finance Manager you will be a key manager within the Caledonia Housing Group and play an integral role in the development and delivery of the Groups business objectives. You will work with and support to the Executive Director of Finance and Head of Finance providing effective financial advice and business guidance as well as robust evaluations of all Strategies, Projects and Financial plans.

As a leader of people, you will lead by example, encouraging collaboration and continuous learning, ensuring a continuously improving, high performing, responsive, efficient and modern service, that provides an excellent customer experience for its service users. You will achieve this by empowering staff to deliver excellence in service provision and high-performance results.

You will support the Head of Finance in ensuring the financial health of the Group; assuring the Regulator on the financial viability and compliance with financial standards for the Group and its subsidiaries. You will manage, mentor, support and develop the finance staff team and you will support the Group through the production of appropriate financial reports and analysis to guide senior management in making sound business decisions and develop strategy for the long and short term.

Responsible for (people):	Finance Officers
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Role within Organisational Structure



Responsible for (non people):

Budgets	Budgets c£1.5m
KPI's	Financial covenants/KPI's Business and financial plans Operational KPI's Department service standards
Governance	Regulatory Compliance

Behaviours and Competencies

Our Competency Framework

Our Leadership Competency Framework demonstrates the attitude, skills and behaviours critical to helping us achieve our strategic priorities while continuing to making Caledonia a great place to work.

We want our Finance Manager to demonstrate and deliver the following behaviours and competencies:



Achieves Excellence	
Aligns structure, processes, and people to achieve excellence	
<ul style="list-style-type: none"> Goal setting & strategic alignment 	Sets departmental goals that support the delivery of our strategic priorities. Regularly reviews progress using key performance indicators
<ul style="list-style-type: none"> Accountability 	Demonstrates a coaching leadership style, helping teams to maintain accountability through challenging situations and change.
<ul style="list-style-type: none"> Feedback & Recognition 	Seeks and acts on feedback from internal and external customers to improve team's performance and celebrate success.
Builds Success	
Values diversity of thought and experience to make good decisions and build long-term success for our people, customers and environment.	
<ul style="list-style-type: none"> Diversity 	Incorporates diversity and inclusion into departmental planning to ensure programmes and services meet the diverse needs of our colleagues and customers.
<ul style="list-style-type: none"> Wellbeing 	Empowers team leaders to support their team's wellbeing and ensures wellbeing concerns are addressed sensitively and appropriately.
<ul style="list-style-type: none"> Sustainability 	Ensures departmental involvement in sustainability projects and collaborates to identify sustainable business solutions
Creates Innovation	
Displays the right balance of creativity and strategic focus to quickly adapt to new ideas and foster an environment of continuous improvement and growth	
<ul style="list-style-type: none"> Collaboration & networking 	Builds strong relationships with managers across the organisation to develop new insights and align people, policy and processes needed to embrace change.
<ul style="list-style-type: none"> Upward flow of ideas 	Integrates ideas and inputs from colleagues collaborates to develop a compelling business case for change.
<ul style="list-style-type: none"> Implementation & execution 	Ensures appropriate resources and structures is in place to execute improvement projects and services on time and to required standard.
Developing People	

Committed to growing the skills and behaviours that make Caledonia a great place to work and successfully engages our people in driving transformation and growth.	
<ul style="list-style-type: none"> • Developing Talent 	Inspires people to stretch themselves through challenging projects and high impact coaching discussions.
<ul style="list-style-type: none"> • Growth mindset/learning culture 	Actively seeks opportunities and challenges for personal learning and development. Acknowledges mistakes and treats them as learning opportunities.
<ul style="list-style-type: none"> • Knowledge Sharing 	Promotes the sharing of information and resources within and across departments

Person Specification

Experience Essential

Demonstrable experience of operating at a management level including having responsibility for:

- Business and financial planning and forecasting
- Financial management and control
- Ensuring compliance with financial regulatory requirements
- Performance management and delivering demonstrable improvements in service
- Managing a service including staff leadership and management
- Ability to build and maintain strong relationships with internal and external stakeholders

Experience Desirable

- Treasury management
- Presenting information to Management Board Members and other Groups
- Experience of the housing sector
- Working with an Executive management team

Qualifications and Knowledge Essential

- Professional qualification from a recognised accounting body e.g. CA, CIPFA, ACCA, CIMA
- Knowledge and comprehensive understanding of finance and related services

Qualifications and Knowledge Desirable

- Knowledge of the Scottish housing and charity legislative and regulatory environments

Job Outputs

OUTPUT	OUTPUT DETAIL LIST
Financial Management	
Supporting the implementation of a culture of collaboration and continuous learning aligned with our Guiding Principles: Keep It Simple, Keep It Personal, Make It RIGHT	<ul style="list-style-type: none"> • Commitment to delivering and supporting excellence is reflected across the finance function • Development of strong and integrated finance team to ensure KPIs and departmental targets are achieved • Cross departmental working relationships are well established and support individual

	<p>accountability to enhance the financial health of key areas of operation</p> <ul style="list-style-type: none"> • Internal communications are effective, innovative and creatively promote and inform colleagues about Departmental services and initiatives • Develop and maintain effective working relationships with external agencies, partners and stakeholders
Manage the day-to-day financial operations within the Group	<ul style="list-style-type: none"> • Budgets are in place and are managed and monitored • All plans and strategies are costed and budgeted for • Financial viability of the Group is assured and reported on • Accurate and up to date Group wide financial statements and reports are provided on a timely basis
Manage finance department staff	<ul style="list-style-type: none"> • Appropriate staff team in place with relevant experience, skills and qualifications • Staff development and training plans are in place • Staff are empowered to deliver the service and are fully conversant with the requirements of their position, the team and how it fits within the Group
Prepare, analyse and report on all financial performance information	<ul style="list-style-type: none"> • A set of financial performance indicators is in place which demonstrate and assess viability, efficiency and future capacity • Performance information is analysed and used to address poor performance and drive continuous improvement • Reports are provided across the Group to provide assurance on compliance and targets being achieved
Support with preparation of statutory accounts and other regulatory submissions within agreed statutory timetables	<ul style="list-style-type: none"> • Compliance with all statutory and regulatory requirements in relation to the provision of financial material
Provide financial information and analysis to senior management to aid in long-term and short-term decision making	<ul style="list-style-type: none"> • Together with the Head of Finance, evaluate and develop financial information to support the development and delivery of corporate plans and strategies

Stay up to date with financial reporting standards, legislation and technological advances in financial management software	<ul style="list-style-type: none"> • Policies, procedures and working practices represent best practice in accordance with audit guidelines and effective financial management
Monitor and control team and delegated expenditure in line with budget provision	<ul style="list-style-type: none"> • Expenditure is within agreed budgets • Efficiencies are achieved through service improvement

Interdependencies

Internal

Executive Management Team
Operational Management Team
Departmental Management Team and colleagues
Staff team members

External

Auditors
Private Funders
Local Authorities
Scottish Government
Regulatory Bodies
Tenants/customers
Other providers
Contractors
Legal, investment and finance partners
