

Job Description

Job Title:	Head of Finance
Reporting to:	Executive Director Finance
Department:	Finance
Direct Reports:	Senior Business Partners Finance Manager Finance Operations Manager Income Services Manager Insurance Manager Procurement Manager
Budget:	C£2m pa staffing budget
JD date reviewed:	July 2024
Job Level:	

Job Purpose

To lead on ensuring the integrity, accuracy and timeliness of all aspects of Eastlight's financial reporting, maintaining robust financial controls, and managing a broad range of accounting, partnering and compliance services. This role is pivotal in ensuring operational excellence within the finance function and promoting a culture of accountability, customer-centred service provision and continuous improvement.

Key Strategic Responsibilities

- Lead efforts to modernise the finance control function, aligning with the broader finance transformation agenda
- Engage with senior leadership to ensure financial control initiatives are well-aligned with organisational strategic objectives
- Inspire a culture of professional excellence and continuous improvement within the team

Key Functional Responsibilities

Financial reporting:

- Ensure accurate and timely financial reporting in accordance with statutory requirements and accounting standards
- Oversee the preparation of monthly and quarterly management accounts and annual financial statements which includes quarterly forecasting of the expected financial position

Financial controls:

- Develop, implement, and maintain robust financial controls to safeguard the assets of the association
- Ensure compliance with all financial regulations, laws, and accounting standards, providing guidance and training to the finance teams as necessary
- Review and keep up to date all financial policies and procedures, including Financial Regulations and Scheme of Delegation

- Responsible for the Finance team Business Continuity Plan, ensuring this is updated regularly

Audit and compliance:

- Lead and coordinate the external audit process, including preparing and submitting financial statements and liaising with external auditors to ensure a smooth year-end process and audit cycle
- Stay up to date with accounting standards and regulatory changes, leading Eastlight's response to finance consultations, implementing best practice and ensuring compliance
- Monitor compliance with financial policies and procedures, identifying and addressing any areas of concern
- Ensure timely delivery of internal audit actions

Taxation:

- Oversee the management and day-to-day advice on tax compliance and planning, including VAT and corporation tax returns, and ensure Eastlight operates in line with tax laws and regulations

Budgeting and forecasting:

- Lead the budgeting and forecasting processes in a c£110m per year turnover business, work with relevant teams to develop and monitor the budget and provide insight and analysis on financial performance
- Business partnering
- Engage with various business units and provide financial insight and data-driven analytics to support informed decision-making
- Build strong relationships with internal stakeholders to ensure financial considerations are integrated into operational planning and decision-making

Finance systems and processes:

- Oversee the maintenance and optimisation of finance systems and processes to ensure accurate reporting and efficient financial operations
- Embed and measure rigorous Finance related SLAs and operating KPIs to measure the effectiveness and efficiency of the Finance team
- Oversee transactional finance activities, service charge accounting and rent setting processes, ensuring compliant, timely and transparent service provision
- Lead initiatives to improve the functionality, efficiency and integrity of finance systems and data, and continually transform and streamline processes to reduce cycle time and improve accuracy
- Ensure finance processes are well designed, understood and documented
- Support systems and process implementations in and other transformation initiatives across Eastlight

Insurance and procurement:

- Oversee the management of insurance policies and procurement processes to ensure financial soundness and compliance with organisational policies
- Ensure compliance with relevant procurement legislation including robust monitoring and control processes
- Prepare and present insurance and procurement KPI reports to EMT and F&T Committee providing assurance controls are embedded

Regulatory returns:

- Ensure timely and accurate submission of regulatory returns, maintaining strong relations with regulatory bodies

Asset & Liability Register:

- Responsible for the Asset & Liability register, ensuring this is accurate and up to date.
- Regular review of the register and taking forward 3rd party recommendations on how maintain and improve the register
- Annual confirmation that the register is accurate and report to Audit & Risk Committee providing assurance
- Ensure the register has relevant evidence to provide assurance to ARC, Board and the Regulator
- Ensure the register links to the Strategic Risk Register and Business Plan

Risk Registers:

- Responsible for the Finance team Strategic and Operational Risk registers, ensuring these are maintained and updated regularly
- Lead and embed a Risk register across Finance, creating accountability and ownership for these

Value for Money (VFM) Strategy:

- Responsible for leading on the VFM Strategy and embedded this throughout Eastlight
- Support the Executive Director Finance in any VFM initiatives
- Support the Leadership team in delivering VFM, including assessing return on investments and cost of providing each service

Team leadership and development:

- Lead, mentor, and develop a team of finance professionals, promoting a culture of continuous improvement and high performance
- Visible, accountable leadership that empowers our people and is focussed on rewarding behaviours and delivery
- Ability to build strong effective relationships
- Open-minded, curious, and flexible
- Ability to communicate complex business information to a variety of audiences
- A wide range of skills and abilities essential to be able to lead and manage a function at a senior management level such as inspiring, influencing, persuading, and negotiating to achieve successful business outcomes
- An ambassador and role model

Board and Directors Support:

- Prepare and present financial results and statements to senior stakeholders and provide expert support and guidance as necessary to the Board, Committees, EMT and Leadership Team
- Collaborate with other leaders to promote a strong and healthy culture among the workforce at Eastlight
- Deputise for the Executive Director Finance if and when required

Person Specification	
Education & qualifications	<ul style="list-style-type: none"> Professional accounting qualification (e.g. ACCA, ACA, CIMA, CIPFA or equivalent)
Experience	<ul style="list-style-type: none"> Extensive experience in financial control and reporting, preferably within a housing or property environment Strong knowledge of accounting standards, tax laws, and financial regulations Experience of transforming a finance function in an organisation of similar complexity and scale Experience of leading digital transformation preferred but not essential Experience of writing Committee and Board reports and presenting these
Knowledge and Skills	<ul style="list-style-type: none"> Technically strong in IFRS, financial and statutory reporting Proven communication, leadership and interpersonal skills, able to engage effectively with senior internal and external stakeholders Proven team player and line manager Meticulous attention to detail and exceptional organisation skills, able to prioritise effectively and meet deadlines Proven analytical, strategic thinking, and problem-solving skills, adept at analysing and interpreting large data sets Proficiency in MS Office and relevant software and systems – knowledge of business intelligence tools is preferred Clear, accurate and engaging report writing and presentation skills High level of integrity and professionalism, aligned with Eastlight's values and objectives Open minded, ambitious, curious and flexible, committed to continuous learning and development