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**Job Description and Person Specification – Head of Finance**

Accountable to the Chief Executive Officer

Responsible for all staff within the areas of Finance Service Area

**Job Purpose**

As part of the Leadership Team (LT) to contribute to: embedding Arc’s culture, ethos and core values into everything we do, the provision of organisation wide visible inclusive leadership and the successful development and delivery of Arc’s strategic direction.

To be the principal lead and provide operational oversight and coordination across the Finance Services Unit in the key areas as set out below.

To support the stability and development of Arc ensuring compliance with any legislative requirements, internal controls and risk management processes within your lead areas.

To ensure good financial governance, long term viability and sustainability, and value for money.

**Summary of Lead Service Areas**

**Financial strategy –** formulation, development and monitoring of financial strategy business planning, financial modelling.

**Financial management** - including rolling budgets, management accounts, cashflow, forecasting**,** payroll,grant and commissioned service financial contract monitoring

**Financial audit & financial risk –** internal and external audit, risk management and mitigation, insurances, contract control and monitoring, stress testing.

**Rent setting** to meet Arc’s strategic and business budget and compliance with regulatory local authority, and housing benefit requirements

**External relationships**  - With identified key stakeholders e.g. Arc’s banking relationship manager, Local Authority Benefits services, auditors, service contract providers and consultants, pension providers.

**Financial statutory, regulatory & compliance** E.g. requirements of Regulator of Social Housing, Financial Conduct Authority, HMRC, statutory accounts, commissioned service and grant awarding bodies.

**Procurement and financial policy** Development of an implementation of a new procurement strategy, and review of and updating financial policy.

**Payroll.** Managing all areas of in-house payroll.

**Strategic**

1. As part of the LT to playing a key role in the formulation of future strategic business decisions and plans.
2. Working with the CEO and wider LT members in developing monitoring and achieving key objectives, appropriate key performance indicators and budgets in support of Arc’s strategic direction for the Finance Service.
3. Alongside LT colleagues ensuring the successful implementation of the newly emerging business model, Arc’s Long Term Financial and Business Plan and Strategic Plan.

In particular supporting the financial understanding, planning and modelling associated with the requirements of becoming and sustaining Registered Provider status.

**Operational**

1. Make a significant contribution to the development of the key strategic direction of Arc, helping the Arc board and LT to ensure good governance, financial strategy and management, and informed decision making.
2. Ensure that the organisation meets its agreed aims, objectives and performance targets as set out in our Strategic Plan and as required by any external regulatory bodies and service contracts.
3. Ensure that Arc’s values are embedded in the culture of everything we do.
4. Lead, motivate and performance manage staff in your service area to provide high quality services as part of delivering Arc’s objectives.
5. As part of LT, support the Arc Board and personally promote and demonstrate a high level of commitment to equality, diversity and inclusion.
6. In conjunction with the CEO and wider LT members identify and develop key stakeholder relationships, to optimise the effectiveness and efficiency of Arc’s services.
7. In conjunction with the CEO and wider LT members to develop and sustain an effective and efficient procurement strategy
8. In conjunction with the CEO wider LT members to develop and sustain an Asset Management Programme, investment opportunities, capital (planned improvement and development programme), planned maintenance programme.
9. Lead on Arc Board and committee reporting for your service area.

**Key Responsibilities Finance Service.**

1. Lead and steer the overall operational direction, assessing opportunities, managing risk, and helping to take the organisation forward.
2. Ensure continuous review and monitoring of Arc’s strategic and organisational key objectives, KPI’s.
3. In conjunction with the CEO monitor and control budgets. Ensuring value for money and effective and efficient use of resources.
4. Work with colleagues to ensure effective, efficient and accountable (auditable) devolved budgets to LT and other identified managers
5. Ensure monitoring of agreed performance standards and targets are met, problems and risks identified at an early stage and where necessary remedial action taken. Seek to manage and minimise risk and put in place appropriate controls and assurances.
6. Ensure internal financial processes and procedures are delivered in line with good practice and within relevant regulatory and legal requirements. Ensure they aid the effectiveness of the organisation and help sustain and improve the quality of our services.

**Key Objectives**

1. To develop and work to an agreed rolling annual service plan of agreed objectives for the Finance Service that support the strategic direction of Arc as it moves forward.

**General**

1. Any other duty as specified by the CEO consistent with the level and responsibility of the post and as a member of LT

**Person Specification Head of Finance**

**Qualifications**

1. Fully qualified accountant (ACA/ ACCA/ CIMA/ CIPFA or equivalent)

**Experience** - Essential

1. Minimum of three years financial management at a mid to senior level.
2. Budget setting, financial analysis and year end reporting
3. Long term financial planning, financial strategy, modelling and financial policy development.
4. Managing and mentoring a finance team.
5. Managing financial risk including mitigation and risk control.
6. Hands on experience of preparing statutory accounts and managing the year end process both internally and with auditors and external stakeholders.
7. Engaging and working with external auditors.
8. Managing Payroll.
9. Developing and building relationships with external stakeholders e.g. bankers, lenders, regulatory bodies, potential funders.
10. Developing a procurement strategy and practices.
11. Financial management of contract funding.

**Experience Desirable**

1. Working with a small charitable organisation, working with a board or trustees.
2. Rent accounting, housing accounting.
3. Working with Xero Accounting software.
4. Managing grant or charitable funding.

**Skills, Knowledge and Understanding Essential**

1. Proficiency in accounting software, Microsoft Office 365, particularly Excel and SharePoint
2. Proven track record in driving a culture of continuous improvement and best practice internal controls.
3. Strong written and verbal communication skills.
4. Interpersonal and leadership skills.
5. Excellent prioritisation and organisational skills.
6. Attention to detail.
7. Using own initiative, managing priorities and workload
8. Excellent analytical, problem solving and decision making skills with a solution focus.
9. Energy, enthusiasm and a can do attitude
10. Understanding of and commitment to equality, diversity and inclusion.
11. Commitment to Arc’s culture, values and empathy with homeless people.

**Skills Knowledge and Understanding Desirable**

1. Understanding of local government.
2. Understanding of principles of data protection, data and cyber security.
3. Understanding of the role of a company secretary.
4. An understanding of issues around homelessness and housing.