


Hanover (Scotland) Housing Association Ltd

JOB DESCRIPTION		
Position:	Finance Manager - Property	
Department	Strategic Finance	
Reports to	Senior Finance Manager	
Band:	E	
Date:	May 2017	

Purpose of Job

To support the Director of Strategic Finance and the Senior Finance Manager in the efficient and effective delivery of the financial management of the Association's property, in respect of both, revenue and capital, income and expenditure. To achieve this, the post holder will be required to work collaboratively across the various departments of the organisation, providing high quality advice and guidance on the current and future use of the organisation's owned and managed property, and related services.

1. Main Duties and Responsibilities

1.1 Capital Asset Management

- To work collaboratively across the organisation to ensure effective use of the asset management data to guide and inform current and future strategic plans, including timely advice and guidance on the identification of stock that is no longer viable for the Association to maintain. To develop policies and procedures based on best practice.
- To work with the key Strategic Business Units (SBUs) across the organisation to support the production of strategic financial business plans for the property assets including monitoring of performance indicators against targets.
- To work collaboratively with the Asset Management Department to carry out financial appraisals that supports the development of new housing initiatives and major component replacement.
- To work with the Asset Management Department on the development and reporting of the impact on the Association of projected business plans and programme of major works, component replacement and day to day work on the assets owned by the Association.
- Proactively identify and manage the financial risk that may impact on the successful outcome of major, planned and day to day works.
- Monitoring asset management systems for housing properties ensuring regularly updated with accurate and appropriate information, validating the data and information stored on the Asset Management systems. Supporting a culture of data integrity and analysis through personal leadership.

- Contribute to the year end accounts closure, working with external auditors to provide clear and accurate reports that meet the current accounting standards in all aspects of the Association's capital assets.

1.2 Revenue Asset Management

- Ensure that all income and expenditure on current and new housing developments are accurately budgeted and that the resultant rent and service charge considers affordability and Value for Money for residents, whilst balancing viability for the Association.
- Ensure that all rent and service charge payments are implemented and managed through the housing system.
- Ensure that all income and expenditure incurred on the current and new developments managed by the Association is recorded accurately, regularly monitored and analysed and that financial reports are prepared regularly for all stakeholders.
- Work collaboratively with SBUs within Finance and across the organisation on the provision of quality, effective and timely financial information across all Association owned developments and factored developments for owners.
- Contribute to the year end accounts closure, working with external auditors to provide clear and accurate reports that meet the current accounting standards in all aspects of the Association's revenue income and expenditure on developments.

1.3 General

- Lead, manage and develop the Property team within Finance to ensure that all staff are motivated and high levels of performance are achieved.
- To delegate appropriate responsibility and authority to line managed staff consistent with their level and role, while retaining overall responsibility and accountability for results.
- To assist and share knowledge and experience with colleagues as required.
- To consider processes and procedures, within the Finance Property team and ensure that they remain appropriate and best practice.
- To undertake any other duties delegated by the Senior Finance Manager or Director of Strategic Finance.

2. Performance Management

- Work within a performance culture, which is underpinned by a strong, personal performance motive and belief in continuous improvement.

- Operate within a Strategic Business Unit.
- Deliver key business objectives and meet Key Performance Indicators (KPIs) through a personal performance plan.
- Analyse work and produce action plans where performance improvement is required.

3. People Management

- Manage a team of three finance staff in line with the organisation's values and people management policies and procedures.
- Motivate and develop staff in order to achieve team and business objectives.
- Ensure your team link and work effectively across SBUs and at all levels.

Job Context and Other Relevant Information

The post holder:

- must discharge their relevant duties and responsibilities under the Health & Safety Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended) and all relevant Codes of Safe Working Practice and policies. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- must have due regard to the Association's current management arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.
- must work in accordance with the Association's policies, procedures, information, instructions, and/ or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as delegated by line-manager that may be required to meet the needs and responsibility of the Service and the Association.

Person Specification

Job Title: Finance Manager - Property



As part of the Disability Symbol accreditation, the Association has made the commitment to interview all applicants with a disability who meet minimum essential criteria for the post.

Criteria	Essential/ Desirable
1. Skills/Abilities/Knowledge <i>This section specifies the skills, abilities and knowledge the postholder must have to perform satisfactorily.</i>	
<ul style="list-style-type: none"> Advanced computer skills in financial housing and other IT software, including Microsoft Windows, excel, word processing, PowerPoint and email. 	Essential
<ul style="list-style-type: none"> Excellent understanding of strategic asset management, NPV and Return on Investments. 	Essential
<ul style="list-style-type: none"> Understanding of the role of a finance team and the importance of financial management and control. 	Essential
<ul style="list-style-type: none"> Able to work as part of a management team, contributing to the organisation's overall objectives. 	Essential
<ul style="list-style-type: none"> Good communication skills, both spoken and written, to be able to communicate clearly and openly at all levels, with the ability to explain finance topics to non financial colleagues. 	Essential
<ul style="list-style-type: none"> Excellent organisational skills to be able to prioritise and plan effectively own work and that of a team to ensure deadlines are met accurately and timeously. 	Essential
<ul style="list-style-type: none"> Strong analytical skills to be able to interrogate asset management and financial systems and to utilise information effectively within clear and cohesive reports. 	Essential
<ul style="list-style-type: none"> Demonstrate a commitment to excellent customer service both internally and externally. 	Essential
<ul style="list-style-type: none"> Knowledge of Open Accounts. 	Desirable
2. Experience <i>This section specifies the level and quality of experience required.</i>	
<ul style="list-style-type: none"> Substantial experience of computer financial accounting systems, asset management and project valuation. 	Essential
<ul style="list-style-type: none"> 3 years experience at senior management level. 	Essential
<ul style="list-style-type: none"> Experience of performance management and reporting. 	Desirable
<ul style="list-style-type: none"> 3 years experience of managing staff. 	Desirable
<ul style="list-style-type: none"> 3 years experience of applying skills noted above. 	Desirable

3. Education/Qualifications <i>Degrees or diplomas obtained abroad are acceptable if they are of equivalent standard to UK qualifications.</i>	
<ul style="list-style-type: none"> • Degree in a relevant discipline or equivalent level of higher education. 	Essential
<ul style="list-style-type: none"> • Full membership of a professional accounting body. 	Essential
4. Other <i>This section specifies other factors which may be necessary.</i>	
<ul style="list-style-type: none"> • A good motivator; able to provide encouragement and support; and work cooperatively and effectively with work colleagues. 	Essential
<ul style="list-style-type: none"> • Ability to develop staff 	Essential
<ul style="list-style-type: none"> • Basic skills in health & safety, including identification and reporting of hazards and minimising risks. 	Essential
5. Equal Opportunities This Association is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the postholder is willing to work in accordance with existing policies and codes of practice	Essential