



## Job Description

**Job Title: Finance Manager**

**Job Grade: Manager Grade (£61,220 - £68,023)**

**Accountable to: Finance Director**

### Summary of the role

In collaboration with our Senior Team and business leaders, the Finance Manager will contribute to the design and implementation of financial strategies for the companies of the Kingdom Group.

You will lead and manage the delivery of a high-quality finance service to the Kingdom Group, including all aspects of financial operational management, capital and treasury, invoicing and internal quality assurance. Working alongside various departments in the organisation you will provide managers with financial insights and analysis to support informed decision making. You will be responsible for the Group's budget monitoring, management accounts and year-end financial statement production.

You will ensure that we are committed to delivering as One Kingdom to provide the highest standard of service to all our customers.



## **Responsibilities - Areas that play to your strengths**

All the responsibilities we'll trust you with:

### **Customer Journey**

- Exceed customer needs and expectations and ensure that the customer journey is at the forefront of all decision making.
- Build strong relationships with internal customers to support them in achieving their strategic aims and objectives.
- Promote and drive a culture of acting on customer feedback and continuous improvement within the Finance Team.

### **Leadership**

- Responsible for the overall management of the Finance Team, ensuring delivery of a customer focused finance service to the Kingdom Group.
- Work collaboratively with managers across the organisation to contribute to, promote and implement the aims, strategies, policies, procedures and values of the Kingdom Group.
- Develop and instil a team culture which is empowering and motivational, with a high focus and emphasis on actions, accountability and results.
- Recruit, train, develop and manage colleagues within the department.
- Actively participate in leadership team meetings and related activities/projects.

### **Strategy & Performance**

- Accountable for relevant Corporate Plan and Delivery Plan milestones.
- Provide financial insight and guidance to support organisational wide projects in line with strategy.
- Contribute to the annual budgetary process and liaise with budget holders to review performance and implement remedial action where necessary.
- Responsible for the planning, preparation and production of the annual statutory accounts.

- Analyse business performance to support the delivery of Kingdom Group's Corporate Plan.
- Monitor and drive Financial Management performance in all aspects of its operations and review processes and projects to ensure compliance with set timescales and performance standards.
- Ensure KPIs are embedded, managed and reviewed throughout the Finance Team.
- Create, review, monitor and implement policies and procedures in accordance with all relevant legislation and codes of practice in respect of financial activities.

### **Reporting**

- Overall responsibility for the preparation of accurate and timely monthly budget monitoring, quarterly management accounts and completion of the statutory annual financial statements for the Kingdom Group.
- Support the Finance Director and Group Directors in the preparation and presentation of reporting information for a variety of audiences, including our Governing bodies and the Scottish Housing Regulator.

### **Stakeholder Management**

- € Represent the organisation with external partners and stakeholders, building networks and connections to enhance reputation, practice, knowledge and experience.
- Work with the Senior Team and business leaders to develop and implement Finance strategies and initiatives aligned with the overall business strategy.
- Lead the annual external audit process and liaise with budget holders to investigate and resolve audit queries.

### **Any other duties**

- Provide support to the Finance Director where required.
- Any other duties in line with business need.

## **Your areas of knowledge & expertise that matter most for this role:**

- Qualified accountant
- At least 5 years' experience working in a finance environment
- Experience of managing and developing a team
- The ability to build and maintain strong relationships across all levels of the business
- The ability to provide advice and guidance in line with policy, best practice and regulations
- Strong commercial awareness
- Strong judgement and problem-solving skills
- Strong influencing and negotiating skills
- Sound knowledge of financial regulations and reporting requirements
- Sound knowledge of VAT rules and statutory and financial regulations
- Awareness of Data Protection Principles
- High standards of accuracy and numeracy skills
- The ability to analyse and interpret data
- The ability to plan and prioritise your workload
- The ability to produce accurate and detailed reports