



JOB DESCRIPTION

JOB TITLE:

HEAD OF FINANCE

DEPARTMENT / SERVICE:

FINANCE

PURPOSE OF THE JOB

The Head of Finance will provide strategic leadership to the Finance team and is responsible for the delivery of a comprehensive portfolio of finance functions and services group-wide. The post holder will provide leadership, direction and management to the staff team, comprising Finance Operations and Finance Business Services.

In conjunction with the Group Finance Director, ensure the delivery of Link's financial strategy and manage all areas of the wider finance function and deputise for the Group Finance Director both in their absence and as the delegated professional in all areas of finance responsibility.

The Head of Finance will provide highly specialist professional expertise and focused strategic leadership for a comprehensive portfolio of finance activities, which includes advising Boards and senior management teams across the group. The post holder will also represent Link externally to, and work directly with, lenders, investors, advisers as well as partner bodies and other stakeholders.

MAIN AREAS OF RESPONSIBILITY / TASKS

1. Strategic Management

- To provide strategic leadership to the Finance Team for the design, development and delivery of a comprehensive portfolio of finance functions and services group-wide.
- To attend group member Board meetings and Group Audit & Risk Committee meetings to present financial management reports, statutory accounts, financial returns, borrowing strategies and external audit findings and responses.
- To develop financial strategies for Link and group member companies through working with senior teams and Boards and supporting group members in strategic development generally at strategic planning days and follow up sessions.
- To support the Group Finance Director as required across a range of roles and projects – both in their absence but also on a range of initiatives and developments that are appropriate to the seniority of this role. This may include chairing committees and working groups, management of complex finance issues and leadership and co-ordination of projects across the group.
- Develop and maintain relationships as a member of the finance department senior management team; leading and directing the strategic planning of the department and providing professional challenge, support and advice in order to balance client needs, operational priorities and group financial requirements.



- To demonstrate initiative and a pro-active mind-set in identifying improvement opportunities, investigating and resolving financial issues and challenging established ways of working.
- To provide strategic leadership, management and direction of continuous professional development for senior finance and Finance Business Partners and to oversee staff training and development across the relevant sections of the finance team.
- To pro-actively manage staff within the section, ensuring that all HR and employment processes are adhered to, disputes resolved or escalated where appropriate and staff are mentored and encouraged to reach their full potential.
- To ensure under performance, conduct and capability issues are addressed within the section within the appropriate policy and procedure.
- To coordinate relevant departmental communications, both within the team and to our internal and external stakeholders.
- To forge and maintain appropriate senior working relationships on an individual and function level across the group and externally.

2. Financial Management & Business Services

- To provide all subsidiary boards with a range of financial services, advice and support.
- To develop and maintain a financial strategy which supports and ensures the delivery of business support services which meets customers/users needs across the group.
- To manage the group's financial affairs ensuring a consolidated finance reporting service is maintained.
- To lead and co-ordinate the delivery of group wide finance business partner services.
- To represent the business partner services at group wide board and committee meetings.
- To ensure deadlines for the delivery of financial services across the group are achieved.
- To ensure that financial reports and information is provided to the business to a high standard and that complex or technical information is presented in a user friendly and audience appropriate style.

3. Financial Control

- To work closely with the Finance team to continually drive process improvement across the finance functions, ensuring processes are reviewed, documented, trained to and complied with.
- Work with seniors within the Finance function to identify gaps in the provision of information to users, inefficiencies in business processes and/or opportunities relating to improved functionality of the core finance systems.



- Ensure finance policies, procedures and regulations are complied with and pass audit inspection.

4. Treasury Management and Funding

- In conjunction with senior finance colleagues, develop strategic funding initiatives and explore new funding streams.
- Advise group member Boards and when required the Group Board on funding initiatives, strategies and direction.
- To work with the Group Finance Director and senior finance colleagues to procure new investment and funding for Link.
- Establish and manage relationship with lenders, funders, investors and all advisers to ensuring ongoing loans and finance facilities are well managed.
- Liaise and work with Link's Governance Team to ensure the group complies with all lending obligations and covenants.

5. Governance, Risk & Internal Audit

- Work with Link's Corporate Governance Team to enable the delivery of the Internal Audit function.
- Liaise with Link's Corporate Governance Team with regard to risk management strategy, risk registers, Anti-fraud, Bribery and Corruption and related policies.
- Review and ensure all Link's insurances are up to date, appropriate to Link's needs and adequately covers risks.

6. External Audit

- Oversee the production of all Link's external reporting including statutory accounts, lender covenant compliance reports and all regulatory financial returns.
- Ensure that Link Group and consolidated accounts are produced on time and that the accounts are approved by all Boards in the Link group.
- Ensure that the external audit process is planned, organised and delivered on time to ensure that Link achieves unqualified audit reports across the group.
- To manage relationships with Link's external auditors and any other bodies with the right to audit and/or inspect Link's financial data.
- Maintain a high level of professional knowledge and understanding of all accounting standards, regulatory and technical requirements.



7. Systems Management and Development

- Ensure Link has robust and secure financial systems
- Liaise closely with Link's ICT&D Team to ensure systems wide updates do not conflict with / compromise Link's finance systems.
- Lead on major systems updates / upgrades or new system implementation.

8. Tax/VAT

- Oversee the management of the Tax/VAT functions to ensure compliance with legislation and statutory timescales.
- In conjunction with Finance colleagues and external advisers if required, coordinate the provision of tax advice group-wide and assess impact of tax considerations to business activities across the group.

GENERAL

To comply with the Health and Safety Policy, reporting any matters of concern to the Health and Safety Officer, Representatives or line manager.

To actively promote the Equality, Diversity and Inclusion Policy and practice in all aspects of the job role as it relates to colleagues, tenants, service users, contractors, consultants and external agencies.

To ensure that all data within the remit of the postholder's responsibility is held in accordance with data protection legislation and Link's information management protocols.

To carry out other duties, within the scope of the job, to meet the needs of the business.



RELATIONSHIPS

- Boards of Management, Senior staff across the group
- Line managers and staff across the group
- Finance Team colleagues
- Link's lenders, investors, bankers, SHR
- Link's auditors, consultants, insurers and professional advisers

ACCOUNTABILITY

The Head of Finance reports to the Group Finance Director.

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualified accountant with recognised accounting body (e.g. ICAS, ACA, ACCA, CIMA)	√		Application Form
Qualified to degree level or equivalent	√		Application Form
KNOWLEDGE, EXPERIENCE AND SKILLS			
Strategic foresight and the ability to bring forward sustainable financial solutions	√		Application Form & Interview
The ability to provide leadership to a large, multi skilled team including a large number of professionally qualified staff	√		Application Form & Interview
The skills to lead a customer focused financial support service in a multi site environment	√		Application Form & Interview
Well developed interpersonal and relationship management skills.	√		Application Form & Interview
A pro-active approach to effective risk management	√		Application Form & Interview
Excellent communication and presentation skills to explain financial information to a variety of non technical audiences	√		Application Form & Interview
Proven experience of working with senior staff from other disciplines in a senior management role	√		Application Form & Interview
Experience and ability to represent the organisation to partner bodies, investors/funders and advisers.	√		Application Form & Interview
Experience of presenting to and advising Boards or governing bodies on strategy, strategic financial matters e.g. financial performance, business development opportunities, business plans, borrowing and treasury strategies	√		Application Form & Interview
Experience and knowledge of UK tax regimes including VAT, CIS and CT.	√		Application Form & Interview

Experience and knowledge of risk management.	√		Application Form & Interview
Experience and knowledge of statutory consolidated financial accounting and external audit.	√		Application Form & Interview
Experience and knowledge of strategic business planning.	√		Application Form & Interview
Experience in and knowledge of the social housing sector.	√		Application Form & Interview
Experience in and knowledge of charitable organisations	√		Application Form & Interview
Experience in and knowledge of social care, social enterprise, property or other voluntary sector organisations		√	Application Form & Interview
Knowledge of social funding regimes	√		Application Form & Interview
Advanced level of IT skills and excellent knowledge of Microsoft systems (Excel, Word), web enabled IT tools and software	√		Application Form & Interview
Knowledge and experience of financial ledger systems	√		Application Form & Interview
GENERAL / OTHER			
Knowledge of health and safety requirements	√		Application form and interview
Knowledge of equality, diversity and inclusion	√		Application form and interview
Well-developed understanding of data protection legislation and implications for data within the postholder's remit	√		Application form and interview

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