

VALLEY HOUSE

DIRECTOR OF FINANCE AND RESOURCES

JOB DESCRIPTION

Responsible to:	CEO
Responsible for:	Finance and Resources team
Conditions of Service:	37.5 hours 25 days annual leave per annum Public holidays Plus pension contribution to Valley House group personal pension scheme
Salary:	£42,500 per annum
Location:	Coventry

Main Purpose of Job:

- Support and lead the organisation as a member of the Senior Management Team
- Overall responsibility for the management of all financial, risk management and resources aspects of the organisations work

Key Tasks and Responsibilities:

- Work with the CEO and the Director of Operations to establish the overall strategic direction of Valley House
- Develop and implement the overall financial strategy for Valley House, ensuring robust budgetary and financial control and excellent compliance with all necessary statutory and legal requirements
- Act as the financial conscience of the organisation, providing leadership and guidance on the financial implications of the organisations strategies and operational practices
- Prepare the long term financial plans, to include those for business planning
- Prepare the annual accounts
- Develop and maintain effective systems of financial control that ensure business plans are continually reviewed, and that regular management information on key financial indicators, cash flow and operational performance is provided
- Review the issues and performance of Valley House's finances against agreed objectives, reporting to the CEO and the Board, providing professional advice and insight as appropriate
- Manage the HR and Facilities functions of the organisation, ensuring compliance with good practice and value for money
- Lead on the management and monitoring of Valley House's rents and rent arrears
- Ensure Valley House policies and procedures maximise income within statutory, policy and legislative constraints
- Develop and sustain excellent relationships with key external stakeholders as relevant to the role

- Provide line management to the Central Services/HR Manager and the Finance Officer, adhering to Valley House expectations

Corporate Responsibilities:

- Adhere to all Valley House policies
- Ensure the effective implementation of Valley House Equality and Diversity policies
- Ensure the service user is at the heart of all service delivery and development
- Attend all meetings and training relevant to your role
- Act as an ambassador for Valley House
- To carry out other duties appropriate to the post as requested by your line manager or Board member

- 1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail**
- 2. Workers should not refuse to undertake any work, which is not specified in this Job Description, but they should record any additional duties they perform and these will be taken into account when the post is reviewed.**
- 3. Valley House is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to services.**
- 4. Valley House is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**
- 5. All posts at Valley House are subject to continued funding.**
- 6. This job description may be subject to change by agreement from time to time to reflect the changing needs of Valley House and its funders.**

PERSON SPECIFICATION

QUALIFICATIONS & EXPERIENCE
Minimum Level 3 AAT
Experience of the development and management of financial strategies, business plans, financial risk management, controls and budgets for an organisation similar to Valley House
Experience of developing financial strategies and planning for an organisation that provides housing related services
Experience of developing financial strategies and planning for an organisation that receives grant funding and delivers Local Authority contracts
Experience of using computerised financial systems including word processing, spreadsheets and accounting systems, ie, Sage
Experience of producing annual accounts
Experience of leading and managing a team
KNOWLEDGE AND UNDERSTANDING
Knowledge and understanding of Charity accounting regulations and reporting
Knowledge and understanding of all relevant regulatory, legislative and statutory frameworks applicable to the organisation
Knowledge and understanding of housing related financial matters
Knowledge and understanding of the HR and Facilities functions of an organisation like Valley House
SKILLS AND ABILITIES
Ability to be an effective member of the Senior Management Team
High levels of numerical and financial/management skills
Ability to write and interpret complex financial reports
Ability to ensure that rent arrears are tackled successfully and income is consistently being maximised
Ability to empower and enable staff to work to their best potential