

## Director of Resources Job Description

**Reports to:** Chief Executive and to the Board

**Qualifications:** CIPFA, ACA or equivalents

Degree or equivalent and a demonstrated breadth and depth of experience at management level, preferably within a housing association.

**Job Profile:** To lead on the financial management, risk management, human resources, IT and health and safety functions of the Association.

To produce accurate, timely and understandable reports, programmes and plans, for the Chief Executive, colleagues on the SMT and to the Board.

To deputise for the Chief Executive.

To ensure that proper managerial and administrative processes are in place.

To lead on relationships with the internal and external auditors.

### **Main Accountabilities:**

#### **1. Corporate Management**

- As a member of the SMT attend meetings and contribute to discussions and policy decisions on corporate matters.
- Advise on the financial implications of relevant legislation.
- Take an active role in the development and management of business systems e.g. the business plan, risk register etc.
- Undertake other duties as instructed from time to time.

## 2. **Financial Planning & Management information**

- Prepare the annual budget, present the draft budget to the Board for approval.
- Ensure that the budget holders have the necessary information and training in order to manage their budgets effectively.
- Oversee and ensure that management accounts are produced in a timely manner, in a format that is clearly understood, and with appropriate commentary and present these accounts regularly to the SMT and Board.
- Analyse and interpret management accounting information and investigate any significant variances from planned income and expenditure to advise on remedial action where necessary.
- Provide forecasting and outturn projections to assist much in medium and long term strategic planning.
- Identify areas of risk and advise on appropriate risk management strategies.

## 3. **Financial Accounting and Audit**

- Manage the primary accounting system and records and maintain them in accordance with current legislation and SORP or other relevant accounting standards.
- Complete all statutory returns and claims for funding and to ensure that these are submitted accurately, on time, and in an appropriate format with year end accounts produced in the statutory formats in accordance with the agreed timeframes.
- Liaise with the external auditors and comply with the agreed timeframe for completing the annual audit of the year end accounts, assisting the board in reviewing the auditors at an agreed frequency.
- Liaise with the internal auditors on a regular basis to ensure the effective operation of the internal audit plan.
- Oversee the management of the payroll and pensions function, and to keep abreast of relevant legislation and good practice and provide advice on minimising pension liabilities.

## 4. **Information & Communication Technology**

- Lead on the management, development and implementation of the Association's IT strategy.

- Ensure that there are effective business continuity strategies in place for IT systems.

## 5. **Treasury Management**

- Design, advise on, implement and manage appropriate treasury management policies for the organisation.
- Manage all banking arrangements for the Association.
- Deliver and regularly update cash flow forecasts to inform the Chief Executive and Board.

## 6. **Financial Policies and Controls**

- Regularly review Spitalfields Housing Association financial policies and procedures including the Financial Regulations and Standing Orders as appropriate ensuring that all staff are properly trained in implementing the financial procedures in their day to day work.

## 7. **Human Resources**

- To lead on all matters relating to employment, including staff appraisals, structures and the adoption of best practice in employment matters.
- To statistically analyse and report as required on staff performance, sickness levels, qualifications and personal development plans of staff.
- To recommend to the Chief Executive and the Board proper levels of remuneration and other benefits.

## 8. **Health and Safety**

- To be the Association's designated Health and Safety Manager.
- To advise and lead on compliance with Health & Safety legislation and best practice.
- To ensure all staff are properly trained and aware of Health & Safety issues.
- To produce as required compliance and risk reporting with assurance framework on Health & Safety issues (including for the avoidance of doubt a lead role in operational areas e.g. gas safety checks).