



POSITION PROFILE  
Finance Director

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# The Organisation



Cloch Housing Association is a registered social landlord operating in Inverclyde, Scotland. In 2023, the Association celebrated its 55th year in operation and today, own over 1480 units across the local area. Cloch provide high quality housing and responsive customer service to ensure that communities and their people are placed at the heart of everything they do.

Cloch Housing Association are currently focusing on mitigating the cost-of-living crisis for their customers and prioritising tenant and resident safety. They have also been able to invest in mental health and wellbeing support services for their customers across Inverclyde, following a successful funding bid to the Scottish Government, which has resulted in them working in partnership with other local community groups. Their commitment to being a caring and high-quality customer service has been recognised by Compliance Plus for Customer Service Excellence accreditation.

Their success is underpinned by the work, efforts and innovation of their people. A recent staffing structure refresh has encouraged and empowered staff to provide invaluable input into their key resourcing decisions and the development of their workforce, all under the effort to embrace their values: *be positive, better, kind and responsible*.





**Job Title:** Finance Director (Part Time)

**Reports to:** Chief Executive Officer

**Location:** Greenock

## Position Overview

Cloch is a leading community-based Housing Association in Greenock, and their vision is to deliver services which exceed expectations delivered by a strong and resilient organisation.

They are seeking a highly skilled and motivated Finance Director to join the Leadership Team, taking responsibility for driving the financial strategy, and ensuring financial resilience, success, and organisational growth.

As Finance Director of a small team, the role will provide strategic direction to the team and provide direct support, ensuring robust financial controls and efficient management of Cloch's financial resources. Collaborating with the Leadership Team you will actively support the team and the Board and Sub-Committees.

The role is offered on a part time basis of 3 days per week and is based in Greenock. Ideally candidates will be able to commit to being based in the office with the option of working from home one day each fortnight.





## Key Areas of Responsibility

### Executive Leadership Team

- Be an effective member of the Leadership Team, working collaboratively with the CEO, Board, and colleagues on all matters of the financial strategy and financial function to ensure Cloch is a sustainable, ambitious, dynamic, and a successful organisation
- Contribute to the growth of the Association's business and its positive image
- Develop, lead, manage and resource the Finance section to deliver the strategic objectives and priorities as detailed in the Business Plan and Operational Delivery Plan
- Develop partnerships, collaborating with key stakeholders to ensure the effective co-ordination and delivery of services with other organisations, agencies, and partners

### Finance Service

- Oversee and co-ordinate the budget setting process to meet the budget schedule, (post year end budget review / mid-year budget review), including assisting with the annual rent review
- Monitoring performance via Management Accounts, while advising on necessary action
- Ensure the ongoing financial viability of the Association through effective long term financial planning, appropriate treasury management and effective and efficient use of resources
- Appraise the financial plan via regular stress testing to inform risk considerations from the external and internal environment and put in place mitigating action to reduce risk
- Ensure that the Association meets its existing and future loan covenants and lender reporting requirements, has sufficient financial resources to meet its long-term business plan requirements, including effective and timely negotiations of funding agreements as necessary, (refinancing due in 2027)
- Ensure that the Association delivers value for money using industry benchmarking data and challenging financial assumptions
- Ensure that appropriate financial policy documents and associated financial returns are prepared timeously and comprehensively for reports to Board Members, Stakeholders and Regulatory Bodies as required
- Maintaining strong internal financial controls, supported via the development of the Financial Regulations & Treasury Management and Borrowing Policy
- Ensure the Financial Statements are prepared in line with UK GAAP and SORP
- Liaise with the external auditors to ensure that the Association's finances are robustly audited and that the Annual Report and Financial Statements are presented to the Association's Annual General Meeting
- Lead on the annual insurance cover process and three yearly tender process for the service
- Support the Board to comply with the regulatory frameworks
- Develop the Finance Team's operational plan and key performance framework
- Oversee the factoring service in terms of financial sustainability, invoicing, and debt recovery
- Provide the CEO, Board and Sub-Committee with professional advice and support on any matters within the role remit
- Ensure delivery of a range of projects for 2024/25



## **Performance Management**

- Develop and implement the Performance Framework to drive continuous improvement, in collaboration with the Leadership Team
- Embed a performance culture, utilising performance data across the range of KPI's
- Prepare and deliver reports for the Chief Executive, Leadership Team, Board and Sub-Committees on all areas of service under this remit
- Ensure Value for Money Strategy aims and objectives are at the forefront of all business decisions
- Review and contribute to the Association Risk Planning Strategy

## **Continuous Improvement**

- Assess and appraise solutions and new initiatives to resolve issues, reduce risk, improve services, take advantage of opportunities, & develop the organisation to be the best it can be
- With the other Leadership Team members, coordinate the Annual Return on the Charter and report to tenants
- Support the internal audit programme in relation to financial business activities

## **People Management**

- Responsibility for recruitment of new staff and ensuring that the team have the skills to achieve the right solutions and are empowered to take decisions to meet business requirements
- Ensure all people are led, managed, supported, and developed to provide the best possible service for customers
- Be an effective role model for team members and provide guidance in all aspects of the service
- Carry out regular team and one to one meetings, including appraisals to monitor and review the performance of the department
- Ensure staff are supported through learning and development and completion of training plans
- Ensure key behaviours are instilled, encouraged, and developed
- Where necessary, provide strong and decisive management in terms of managing performance issues through the provision of support, identifiable and agreed outcomes and taking the necessary steps to improve performance, in line with Cloch's HR policies

## **Other**

- Ensure all information, reports and statistics are recorded, processed, or produced in line with GDPR, Cloch's policy, procedures and any regulatory requirements, within agreed timescales
- Ensure compliance with Health & Safety policy and procedures and promote these across the organisation
- Demonstrate flexibility and a willingness to respond to the dynamic and changing needs of the organisation
- Represent Cloch via attendance at events or external meetings and participate in promotional, marketing and community events relating to Cloch's work, acting as an ambassador for the organisation



For this role the organisation is seeking a fully qualified accountant – CA, ACCA, CIMA or equivalent, who has proven history of working at a senior, strategic level and providing impactful financial leadership, financial management and advice within a fast-paced operating environment. It is important the appointed individual is an experienced finance leader who has led and developed finance functions and is experienced in delivering short, medium, and long-term financial planning to achieve strategy and goals.

## **Experience/Knowledge**

### Essential:

- Educated to degree level in an appropriate discipline
- Hold a recognised Accountancy Qualification (e.g., CA, ACCA, CIMA) and evidence of Continued Professional Development
- Treasury Management experience, including arranging loan funding to support business plan activities and maximising the return on cash investments
- Experience of undertaking financial appraisals, sensitivity testing and making recommendations on options
- Technical experience of accounting standards, budget setting and monitoring and a proven track record in managing external and internal audits
- Proven track record in the delivery of a performance driven framework including benchmarking
- Experience of change management and a track record of leading a team and motivating colleagues to deliver results
- Experience of working in a Leadership Team and motivating colleagues to deliver results
- Experience of developing Strategic and Operational Plans and delivering positive results
- Proven track record of strategic risk management
- Experience of priority management, including the ability to respond to unplanned activities, which are urgent, use delegation skills and have the ability to multi-task
- Experience of supporting good governance activities, including following regulatory guidance, report writing, presentations, training and preparations of agendas and writing clear and concise reports

### Desirable:

- Management or Leadership Qualification
- Experience of developing a Value for Money Strategy and monitoring progress
- Experience and knowledge of Component Accounting
- Experience of completing the Scottish Housing Regulator's financial returns
- Experience of using Brixx financial modelling software
- Knowledge of the Scottish Housing Regulator's Standards of Governance and Financial Management
- Experience of performance management and recruitment, onboard, development, and retention of staff



<b>Basic Salary:</b>	£68,910 to £72,133
<b>Company Pension:</b>	Scottish Housing Association's Pension Scheme
<b>Holiday Entitlement:</b>	8 weeks (pro-rata) split between 25 annual leave days and 15 public holidays
<b>Location:</b>	Greenock



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## The Recruitment Process

- Panel interview, (CEO, Board Member, Finance Manager & HR professional). For the format this would be a presentation followed by question and answer session
- Second interview with Leadership Team members, (3) and CEO based on a question and answer session