

Executive Director for Finance

Recruitment Pack

> Salary package:
**c£95k per annum
& relocation**

> Closing date:
9am, 26th February 2020

> Stage 1 interviews:
4th March

> Stage 2 interviews:
24th March



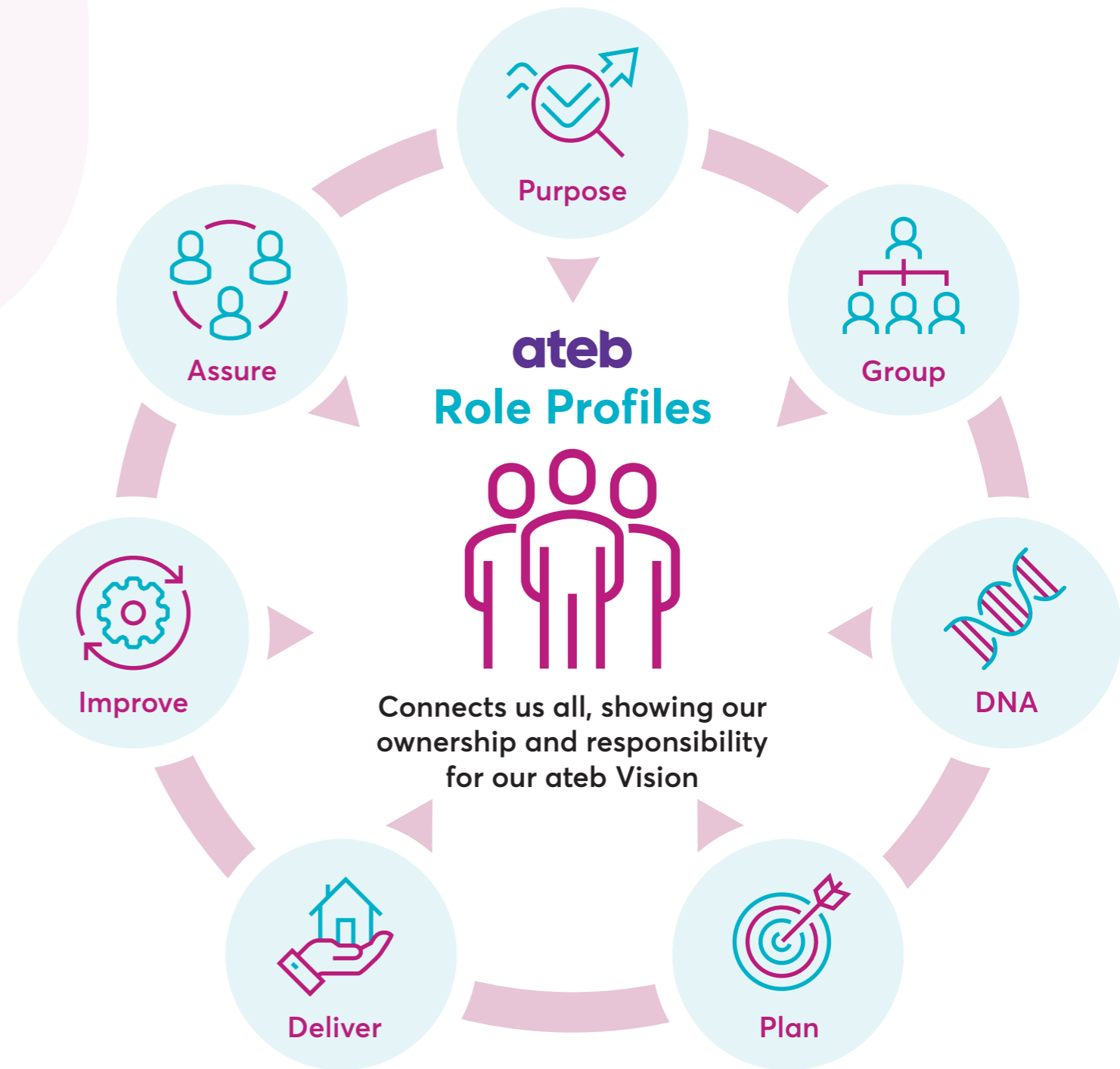
ateb careers

> Section One

This is no ordinary job, this is an ateb job!



Our Vision shows what good looks like for ateb, this job will be key to making that Vision a reality...



> Section One continued

Our purpose:

The ateb group (where ateb means answer or solution in Welsh) is a unique set of companies that collectively has the shared purpose of...

Creating better living solutions...

For the **people** and **communities** of West Wales.

ateb group

The ateb group consists of the following companies:



The group offers various services across the West Wales counties of Carmarthenshire, Ceredigion and Pembrokeshire. The parent of the group, ateb group limited, is regulated by the Welsh Government who in turn regulates the subsidiary organisations through a Welsh Government Circular 05/08 – Group Structures. Each Company has its own Board that report to the parent Board.



> Section One continued

Our DNA

What's in our DNA?

#InYouWeTrust

Trust is the essential building block to our organisation, without it, things just won't be as good. We will be **open** in our approach so that we can learn from each other's experiences and we will **care** about what we do and how we do it.

#AccessAllAreas

We will be **inclusive** in everything we do as diversity of background, experiences, skills and views enrich our work and services. We know we will need help, so we will seek out and sustain strong **collaborative** arrangements with our partners and stakeholders.

#GetThingsDone

We will take **ownership** of our customer outcomes and be accountable for our actions. We will have a **proactive** attitude and always seek to **innovative** and improve what we do.

Things change, so we must always be **flexible** to adapt to situations and make sure that we are always delivering the right outcomes, efficiently with great customer experience.

Our Shared Customer Commitment...

Above all, we will continually strive to deliver...

the right **outcomes, efficiently** with **great customer experience...**

for the people and communities of West Wales.

> Section One continued

Leadership Style

ateb group recognises that great leadership must exist throughout the organisation. Our leadership framework must encourage the right style that always:

> Delivers customer expectations

> Promotes our Purpose

> Supports our DNA

> Sets clear outcomes for our efforts

> Defines operating boundaries and risk

> Promotes learning over failure

> Supports colleagues to experiment to achieve more

> Appreciates colleague's achievements, efforts and commitment

We believe that good leaders will always:

1/ Pay **attention** to people

2/ **Understand** people needs

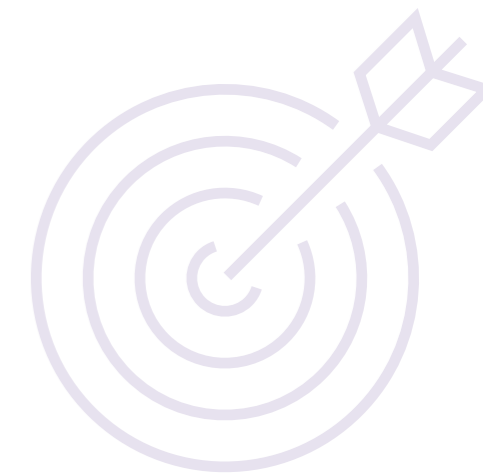
3/ Show **empathy** in their response

4/ Help to **resolve** issues



Strategic Aims

The group has defined each strategic aim as follows:



Aim 1: Improve Corporate Strength

Purpose	We must ensure we have the right ambitious purpose
Governance	We must have the right skills, competencies and systems to govern effectively
Culture	We must have the right DNA and working arrangements running throughout the Association
Resources	We must have the right finances, people, partnerships and infrastructure

Aim 2: Improve Service Delivery

Customers	We must always deliver the right outcomes, efficiently with great customer experience
Property	We should always maximise our property assets and property investment
People	We must attract and retain the right skills, experience and enthusiasm
Systems	We need to have the right process and infrastructure to be high performing

Aim 3: New Business Growth

Service Growth	We should identify how we can grow our existing services
Market Growth	We should explore whether we can add value to our purpose by branching into complimentary market sectors
Diversification	We should evaluate whether there is merit in diversification that adds value to our purpose
Collaboration, Merger & Acquisition	We should explore all opportunities that add value to our purpose through working with others

> Section One continued

Service Delivery Plan

ateb group has established a service delivery plan that has the following services:



CUSTOMER OUTCOMES

EXTERNAL FACING SERVICES

INTERNAL FACING SERVICES

RESOURCES

- Letting Development
- Income Collection
- Customer Advice & Support
- Supported & Older Person
- Customer Engagement
- ASB
- Maintenance
- Service Works Strategic Asset Management
- Compliance Works Strategic Asset Management
- Planned Improvement Strategic Asset Management
- Recruitment
- PR/Marketing
- Procure/Supplier Management
- MBH – Sales MBH Development
- MBH – After Sales
- WWCR – Customer Advice & Support
- WWCR – Quick Response
- WWCR – Adaptations
- WWCR – Technical Services

- Strategy
- Board Management
- Risk Management
- H&S
- Performance Management
- Learning & Development
- Wellbeing
- People Management
- Data Analysis/Management
- ICT
- Communication
- Facilities Management
- Financial Accounting
- Management Accounting
- Treasury Management
- Ledgers & Cash Books
- Payroll & Pensions



- People
- Finance
- Infrastructure
- Partners
- Land
- Equipment
- Materials



MBH = Mill Bay Homes | WWCR = West Wales Care & Repair
 All other services are delivered by ateb group income/grant generating services.

> Section Two

Go ahead, make the difference!



Here is our Quick Start Guide to understanding what the Executive Director for Finance role will look like at ateb?

What you will need

To hit the ground running you will need to be fully knowledgeable and supportive of our Vision for ateb, you will have appropriate professional expertise and qualifications (e.g. ACCA, CIPFA etc.) for the role and you will have plenty of previous experience to draw from.

You **must be** an enthusiastic leader of our DNA principles that put trust, togetherness and empowerment at the forefront of a customer focused, agile and flexible service delivery. You will need strategic vision and listening skills and an empowered situational leadership style to make sure you get the best from our teams.

Personal qualities of passion, innovation, pace, self-motivation and team work will all be needed to be successful at ateb as will the ability to embrace and lead constantly evolving systems.

Where the role sits in the ateb group

You will be part of the ateb group Executive Team that directly works with the Boards of management of the parent and subsidiaries as well as acting as a statutory Director of Mill Bay Homes (MBH) at Company House.

You will lead the finance directorate on behalf of the group and act as Principal Finance Officer and Deputy Company Secretary to the group companies. You will be part of the Corporate Group that meets monthly to oversee the delivery of the Boards key responsibilities.

Your line manager is Nick (Chief Executive) and your closest peers are Mark (ED for Customer) and the soon to be appointed ED for Development. Ceri (Company Solicitor/ Company Secretary) will be a key link for the Board and our Chair David will be a regular contact for all things Board.

✓ Quick Checklist



ACCA, CIPFA qualified



Extensive experience



Enthusiastic



Part of Executive Management Team



Report to Boards



MBH Director



Principal Finance Officer

> Section Two continued

Getting to know the team

You will line manage a team of around 9 finance professional and 5 business support team members.

There is a lot of experience in these teams and some opportunities for new posts. The business support team needs to be developed, but will consist of data, procurement, project management and ICT expertise.












Your key responsibilities

We have split our operations into 37 service areas of which you will directly lead 7.

For each service area you will be responsible for delivering the agreed service area outcome, efficiently with great customer experience, you will work with the teams to find the best ways of delivering these outcomes.

In addition, you will have a shared role for the delivery of our corporate service areas e.g. H&S Safety, governance etc. and with the Board, a shared responsibility to develop and deliver the groups 3 year strategic plan with emphasis on the areas under your direct oversight.

Quick Checklist

-  **9 Finance Team**
-  **5 Business Support Team**
-  **SA/23 Procure/ Supplier Management**
-  **SA/26 ICT Service Desk**
-  **SA/29 Account Management**
-  **SA/30 Treasury Management**
-  **SA/31 Payment & Collections**
-  **SA/32 Payroll & Pensions**
-  **SA/40 ICT Management**

The 100-day plan!

Get to know ateb and your team, enjoy your onboarding! Review the team's resources; in particular the finance software is due for an update and work with the team to ensure we have the right skills in the right place to use the ICT systems we procure.

Review your directorate processes with the team, understand our key strategic priorities for the last year of our current 3 year strategic plan and get involved in the preparation of our new strategic plan being launched in FY21/22. Wow!

And finally

To make a difference you need to believe, like we do, that it is important to enjoy what we do and that enjoyment is then reflected in our service to the customers we serve – if it matters to our customers, it matters to us.

More information

There is a lot more detail available on our website under about us/documents. We also have a more detailed role profile that connects this role with the wider teams, the service delivery plan and our DNA documents. Of course if there is anything we have missed, or if you want to have an informal chat, please get in contact: peopleteam@atebgroup.co.uk

Quick Checklist

-  **Get to know us**
-  **New strategic plan**
-  **Review finance software**



> Section Three

You matter to us



ateb careers

In 2019 the ateb team envisaged and agreed what it should be like to work '@ ateb', we believe our new approach to terms and benefits supports our desire to live and breathe our DNA, we hope you agree...

Benefits of working with us...

- > **Annual Leave** – Our annual leave year runs from 1st January to 31st December with full time entitlement of 30 days per year, pro rata for part time working arrangements. You will be able to take your leave in hours.
- > **Pensions** – Defined contributions (DC) pension scheme. (5-10% matched contributions).
- > **Car Allowances** – Essential car users allowance or a 10% allowance depending on your role.*
- > **Professional Subscriptions** – One professional membership fee will be paid per annum where membership is required for your role.*
- > **Additional Leave** – Leave such as compassionate will be covered under the Special Leave arrangements. N.B. there are some leave entitlements set out in legislation e.g. dependents, parental etc. please refer to the relevant procedure to find out more.
- > **Sickness Entitlement** – 3 months half and 3 months full pay with an additional 3 months half pay if you are off with longer term critical illness as defined by the Association of British Insurers Minimum Standards for Critical Illness Cover.
- > **Simply Health Savings Scheme** – Entry level of benefits paid for by ateb.
- > **Volunteer Days** – All to be able to take 2 volunteer days a year to support ateb sponsored charities.
- > **Maternity, Adoption, Parental or Paternity Leave** – Please see relevant procedure for details.
- > **Learning & Development Supplements** – Payable depending on qualification and role.*
- > **Wellbeing Initiative** – New programme of wellbeing activities through the year to be agreed by i2i e.g. cholesterol and blood pressure testing and complimentary health remedies. See Appendix 2 for example.
- > **Flu Vouchers** – Annual flu voucher provided if required.
- > **Free Eye Test** – and Contribution Towards Glasses.
- > **Corporate Gym Membership Rates** – Arrangements with PCC for discounted rates.
- > **Long Service Award** – £250 (net) after 10 years and £500 (net) after 20 years service.
- > **Car Parking** – Free car parking.
- > **Bike Facilities** – Secure bike shed available at Meyler House.
- > **Refreshments** – Free tea and coffee provided.
- > **Staff Saving Scheme** – Savings scheme directly deducted from your salary.
- > **Counselling Scheme** – Up to six sessions with external counsellor.
- > **Occupational Health** – Support and advice from external occupational health provider.
- > **Mileage Rates** – Paid at HMRC rates if you are required to travel to undertake your role.*
- > **Annual Subsidised Team Party** – Our Charity & Events Committee plan this.

Benefits are not always contractual and are liable to change over time. We will always seek to develop and agree our benefits with i2i ensuring they are in line with our business priorities.

*Will be included in a wider Pay & Remuneration Consultation in 2020/21.

> Section Four

Go on, you know you want to...



ateb careers

So, what's not to like! if you want to make a difference by creating better living solutions for the people and communities of West Wales, you have come to the right place.

Here's what to do to showcase why you are the person for this role...



STEP ONE

Check out who we are and what we do on our website.



STEP THREE

Once you've reviewed your CV and presentation and they're ready to go, e-mail this to recruitment@distinctivepeople.co.uk

Please use the Role Title as the Email subject.



STEP TWO

Have a look at the recruitment pack and if you like what you see and think you match what we are looking for get your CV and presentations ready!

Your presentation should explain "what you would bring to ateb". It can be in a format of your choice e.g. PowerPoint, video, pdf, Prezi etc. but should be of a file size that is emailable to our consultants, no other rules apply!



STEP FOUR

After the closing date, our consultants will be in touch to let you know if you've been invited for an interview.

Good luck!

ateb
better living solutions

