

# Executive Director - Finance

Emp. ref	>>>
Role profile	03/2
Joining date	>>>
Last updated	30/01/2020



## 1/ Post

Role Details		Line Responsibility	Group Responsibility
Name		Finance Manager	ateb
Title	Executive Director - Finance	Procurement Manager	EBS - Director
Employer	ateb Group Limited	ICT Manager	WWCR
Level	Director		MBH - Director
Team	Finance & ICT		

## 2/ Groups

Group	Role	Related Documents
Boards	Contributor	Vision
Assurance Committee	Contributor	#1 Expect
Corporate Group [CG]	Member	#2 DNA
Service Group [SG]	Advisor	#3 Plan
Assure Group [AG]	Member	#4 Deliver
Safety Team [ST]	Advisor	#5 Assure
Involve to Improve [i2i]	Advisor	
Engage to improve [e2i]	Advisor	

## 3/ Service Areas

The primary focus will be on the delivery of the following tasks and responsibilities [see Service Delivery Handbook for service area definition]

Ref	Service Outcome	Role
SA/23	<b><u>Procure/Supplier Management</u></b> <i>to ensure we compliantly deliver Value for Money services</i>	Ensure that each service area: <ul style="list-style-type: none"> <li>• Has the right strategies, policies, processes and improvement actions;</li> <li>• Maximises the use of resources it has available;</li> <li>• Receives the right leadership direction and support;</li> <li>• Monitors and reviews performance and improvement;</li> <li>• Develops and sustains the right stakeholder relationships;</li> </ul>
SA26	<b><u>ICT Service Desk</u></b> <i>The full capability of our ICT investment is realised by its users at all times</i>	
SA/29	<b><u>Accounts Management</u></b> <i>The right financial information to manage and improve service delivery and be regulatory compliant</i>	
SA/30	<b><u>Treasury Management</u></b> <i>Effective management of our loans and investments</i>	
SA/31	<b><u>Payments &amp; Collections</u></b> <i>Payments to suppliers and income received from customers is processed accurately and effectively</i>	
SA/32	<b><u>Payroll &amp; Pensions</u></b> <i>Pay and benefits are administered in accordance with our terms and conditions of employment</i>	
SA/40	<b><u>ICT Management</u></b> <i>Secure, collaborative and agile use of data &amp; communication over multiple locations, users and ICT channels that enables service excellence</i>	
All Service Areas	<b>Principle Finance Officer</b>	Act as Principal Finance Officer to the group to ensure probity of financial matters at all times

All Service Areas	<b>Deputy Company Secretary</b>	Support the Company Secretary as required
Generally	<ol style="list-style-type: none"> <li>1/ Delegate responsibilities to my team and engage and support colleagues in the delivery of my service areas.</li> <li>2/ Support all other service areas to achieve their outcomes where they require my input</li> <li>3/ Continually review my service area outcomes to ensure they achieve the right outcomes, efficiently with great customer experience.</li> <li>4/ Consistently demonstrates values of equality and diversity</li> <li>5/ To take responsibility for my ongoing personal development</li> <li>6/ To undertake any other duties as required which are compatible with the requirements of the post</li> </ol>	

## 4/ Corporate Responsibilities

We all have a responsibility towards these “corporate” service areas

Ref	Service Outcome	Role
SA/16	<u><b>Board Management</b></u> <i>Governance meets the required regulatory requirements</i>	Make sure the Board has the right information and support at the right time to make the right governance decisions
SA/17	<u><b>Strategy</b></u> <i>Clarity on how we will maximise our purpose</i>	Work with the Boards, Customers, partners and teams to develop and deliver the right strategic priorities to achieve our strategic aims
SA/18	<u><b>Assurance Management</b></u> <i>To be assured we are always compliant and doing the right things</i>	Develop and monitor processes to enable empowered decision making within our agreed assurance framework
SA/19	<u><b>H&amp;S</b></u> <i>We meet our legislative and regulatory H&amp;S requirements</i>	Take personal responsibility to ensure that I and my team abide by the relevant legislation, the organisation’s H&S systems and common sense so that I, the public, my colleagues, customers and partners are safe and secure at all times
SA/20	<u><b>PR/Marketing &amp; Communications</b></u> <i>Positive growth of our brand. The right messages to the right audience at the right time</i>	Make sure that communication with and from my team is effective and supportive to all. Promote our work with various audiences that support our Purpose, DNA and our strategic aims.
SA/22	<u><b>Performance and Data Management</b></u> <i>We know where we need to improve, where we are not compliant and where we are at risk</i>	Always seek to understand whether we are achieving our required outcomes, efficiently and with great customer experience and plan and deliver improvement and growth where identified through managed change programmes
SA/23	<u><b>Procure / Supplier Management</b></u> <i>To ensure we compliantly deliver Value for Money services</i>	Make sure my team abides by the procurement rules and systems established by ateb. Make sure that any procurement required achieves the right outcomes

## 5/ Personal characteristics and attributes I will need to demonstrate

In addition to the attributes detailed or implied in my role profile, I will need to have/develop the following qualifications, skills, characteristics and/or experiences to fulfil my role:

Leadership Style	Description
Technical Competency	Have a high degree of competency in financial and corporate strategic management most likely in a social housing context. Direct or easily transferable appropriate experience in a similar role. <u>Holding</u> a professional qualification e.g. ACCA or CIPFA and a relevant degree that shows the required level of technical competency has been achieved.
Decision making	Makes decisions to ensure the organisation is effective and successful by taking on responsibility for the implementation of strategy, targeting resources towards success and monitoring performance. Decisions often have long term implications Direct or easily transferable appropriate experience in a similar role.
People management	Inspires and motivates others to develop confidence to realise their potential. Positively challenges others to deliver work to a high standard. Supports others through change. Ensure regular feedback on what has been done well and where there is room for improvement. Able to show leadership style in all interactions.
Team working	Need to create the right environment for teamwork to thrive both internally and externally. Be able to lead and participate in teams effectively
Financial control	Strategically leads and monitors financial undertakings and transactions relating to the areas of responsibility.
Organisational skills	Need to prioritise my and others efforts to make sure our outcomes are achieved efficiently with great customer experience
Innovation	Develops and encourages ways of creating innovation and creativity across the organisation and delivers through others.
Customer service	Provide a great customer experience both internally and externally. I need to be able to demonstrate the importance of customer service to my team and colleagues by always putting the customer first.
Project / process management	Project manage improvements within my and others service areas to ensure the desired outcomes are achieved. I will be able to manage significant programmes of change or transformation. Certification or training courses would be great
Enthusiasm	Show I am a self-starter and will bring my personal drive and positive attitude to help all find solutions to problems. Will be able to promote our DNA at all times. How will I make a difference?
Technology Competency	Confidently use ICT systems to deliver and improve my service delivery. In particular, I will have good knowledge of the Microsoft office suite of software and business and financial software systems. Certification or training courses undertaken would be great
Communication	Create the environment for developing and maintaining communications. Deals with people on complex challenging matters and issues requiring tact and diplomacy at times. Monitors the effectiveness of communications across the group. Ability to speak Welsh would be great

## 6/ Terms and Conditions Summary

Full details of the terms and conditions for this role can be found in your Statement of Terms and Conditions. In return for undertaking the above role, Ateb will provide:

Term or Condition	Detail	Additional comments
Base Salary	Package c£95K	Per annum paid on the 28th of the month or the previous Friday if the 28th falls on a B/H, Sat or Sun.
Car allowance	Yes	Car allowance set at 10% of base salary. Mileage reimbursed at HMRC standard rate
Simply Health Scheme	Basic Level Contributions	The group offers a contributory health plan Simply Health, you can increase your cover to suit your needs
Hours per week	37 Hours per week	A flexible working system is in operation depending on your particular role and service outcomes. As you will expect from a role at this level, there will be a requirement to attend meetings in addition to "normal" office hours
Annual Leave	30 days	Plus 3 additional days the timing of which is at the discretion of the Group.
Place of work	Meyler House, Haverfordwest	A flexible working system is in operation depending on your particular role and service outcomes, but your usual place of work will be Meyler House
Learning & Development	Yes	We support our team to develop their learning
Wellbeing	Yes	A programme of team wellbeing activities
Pension	SHPS DC	Auto-enrolment arrangements are in place. Defined Contributions Scheme contributions from a colleague will be matched up to an agreed limit set by board. (Limit as at 1/4/2018 – min 5% to max 10%)

## 7/ We agree the above represents my role within ateb

Parties	Signature	Date
>>>		
Ateb CE		

### The small print:

@ Recruitment: We will seek evidence/examples through the application, interview and/or assessment centre process that you have the required skills, experiences, characteristics and attributes to succeed in this role. You will demonstrate this through a range of approaches e.g. qualifications, examples of experience, psychometric testing, evidence of training etc.

@ Induction: We will establish the key areas of support and/or any learning & development you will need to get you up and running

@ 1 to 1 reviews: We will discuss how you feel you are doing in delivering and developing your role and identify what improvements you want to achieve and what support you may need.