

WE'RE  
MUIR



# Assistant Director of Finance

Prepared by Castlefield Recruitment

# Welcome

If you're ambitious to progress your career in an organisation which makes a positive difference to people's lives and ensures that residents are at the heart of everything we do, then these financial leadership opportunities with us at Muir could be for you.

We are looking to appoint two Senior Finance colleagues to help us turn our ambitions into reality.

The Assistant Director Finance will lead our Operational Finance Team and be an active member of our wider Joint Leadership Team contributing to our overall success and achievement of our ambitious targets. They will lead on driving value for money throughout the organisation and support our Executive Director of Resources, Executive Management Team and Board to develop and successfully implement financial strategy, policy, and standards.

The newly created Head of Financial Strategy and Treasury will lead our Technical Finance Team and hold responsibility for the Group's long term financial planning and completing financial modelling, stress testing, and scenario analysis. They will also be responsible for the development, delivery, monitoring and reporting of the Treasury Strategy and have oversight of financial controls and monitoring of our ambitious development programme.

We are keen to hear from individuals with proven financial expertise, who are great leaders and who are able to identify, plan and deliver continuous improvement and change.

This is an exciting time to join Muir and I look forward to receiving your application.

**Nia Hughes – Executive Director Resources**



# About Us

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Our dedicated teams help people with their housing needs and create neighbourhoods where communities can flourish. As a social housing provider with over 5,500 homes, we employ over 130 people and are proud to have been awarded the coveted Investors in People Gold accreditation.

Predominantly based in the North West, our Chester HQ is supported by offices in Burnley and Huntingdon in Cambridgeshire.

We are proud of our history and are a financially strong and well governed organisation, having the highest ratings from our Regulator. However, we are keen to grow and develop to meet the current and future needs and aspirations of our residents.

Muir Group Housing Association Limited is an exempt charitable Registered Society, registered under the Co-Operative and Community Benefit Societies Act 2014 and a Registered Provider under the Housing and Regeneration Act 2008.





# Company Background

## Our Corporate Plan

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In summary... Our Purpose – Working with People to Maximise their Quality of Life.

Our priority will always be our existing customers, homes and communities and we are committed to helping those in housing need and will build 500 new homes over the next 5 years.

Through our services we want to work with people to maximise their quality of life and focus on the things that really make a difference.

We have 4 main objectives:

1. For Our Customers – We will deliver the services our customers expect, to the highest possible standards, whilst ensuring value for money. We will continuously develop our offer, in partnership with our customers, to meet future aspirations.
2. For Our Homes & Communities – We will invest in our homes and communities to keep people safe and provide a good quality home and location in which to live. We will build 500 new homes over the next five years and actively seek to manage and improve our impact on the environment.
3. For Our Colleagues – We will value and develop our staff and listen and act on their views. We will provide staff with opportunities. We will invest in their wellbeing. We will value and develop our Board and National Residents Group. We will continue to be a great employer.
4. For Our Business – We will govern and manage our business to the highest possible standards, ensuring it is adaptable, resilient and sustainable. We will work in partnership with others to support the delivery of our objectives.

## Our Values

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**CARING:** We care about people and achieving results.



**RESPONSIVE:** We put our customers first, giving great service and doing what matters most to them.



**PASSIONATE:** We take pride in what we do and always strive to do better.



**INCLUSIVE:** We work together and value each other.



**DYNAMIC:** We have a positive, solution-oriented attitude.



**HONEST:** We have high ethical values, standards and strong governance



# About the Role

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<b>Job Title</b>	Assistant Director of Finance
<b>Subject Group/Team</b>	Finance
<b>Reporting to:</b>	Executive Director of Resources

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## Job Purpose

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- Lead our operational finance team to deliver a high-quality service to all stakeholders
- Be an active member of our wider Joint Leadership Team (JLT) contributing to our overall success and achievement of our ambitious targets
- Oversee effective delivery of the Rent and Service charge team ensuring adherence with Regulatory Standards and best practice
- Oversee an efficient and dynamic management accounts team, leading on providing insightful financial information to internal and external customers, including our subsidiary MPS Ltd.
- Lead on Value for Money in the organisation
- Support our Executive Director of Resources to develop and successfully implement the financial strategy, policy, and standards

## General Responsibilities

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- Ensure all health and safety related policy, procedures, safe systems of work and control measures are implemented
- Ensure all our records are accurate and maintained in line with appropriate guidelines including confidentiality and GDPR and make effective use of our ICT applications
- Assist and support in the preparation of reports to Leadership teams, Board and or Committees as required.
- Deputise for the Executive Director of Resources, as and when required to do so
- Undertake other duties and responsibilities as may be specified by the Executive Management Team which are commensurate with the level of the role
- Be a positive ambassador who 'Lives Our Values Everyday' through effective partnership working help us achieve our ambitions



# Main Responsibilities & Duties

- Be an active member of the Finance Leadership Team aiming to create and develop a high performing team
- Ensure that rents are set in line with Regulatory Standards
- Responsible to ensure that service charges are set in line with legislation and best practice
- Responsible for budget setting, management accounts and forecasting for the Group
- Develop and embed a business partnering approach across the organisation
- Provide a high-quality financial service to MPS Ltd and ensure financial controls are aligned to Group policies
- Oversee the preparation of Group Statutory Accounts and lead on external audit
- Lead on the development, delivery and monitoring of Value for Money Strategy
- Lead on the development, delivery and monitoring of Procurement Strategy
- Responsibility for ensuring a robust and well managed insurance programme
- Responsibility for maintenance of an efficient finance system and purchase to pay policy and procedures.
- Responsibility for ensuring taxes are managed in line with legislation and best practice (including VAT and Corporation Tax)





# Person Specification

The successful candidate will demonstrate the following;

	Criteria	Essential/ Desirable
<b>Education &amp; Qualification</b>	<ul style="list-style-type: none"> <li>Relevant professional qualification such as CIMA, ACA, ACCA</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of operating at senior financial management level with large team responsibility</li> <li>Demonstrable evidence of working across business sectors, collaboration with other departments, senior managers and directors</li> <li>Experience of working in the Housing Sector</li> <li>Recent experience of leading and managing change to improve systems, processes and procedures to ensure that the changing needs of customers and statutory requirements are met</li> <li>Experience of working at Board/Committee level</li> <li>Understanding of change management processes within organisations</li> <li>Experience of operating within a diverse organisation</li> </ul>	E E D E D D E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of statutory and regulatory requirements and best practice in the areas of Rent, Service Charges, Finance, Audit and Insurance</li> <li>Can implement change to improve service delivery</li> </ul>	D D

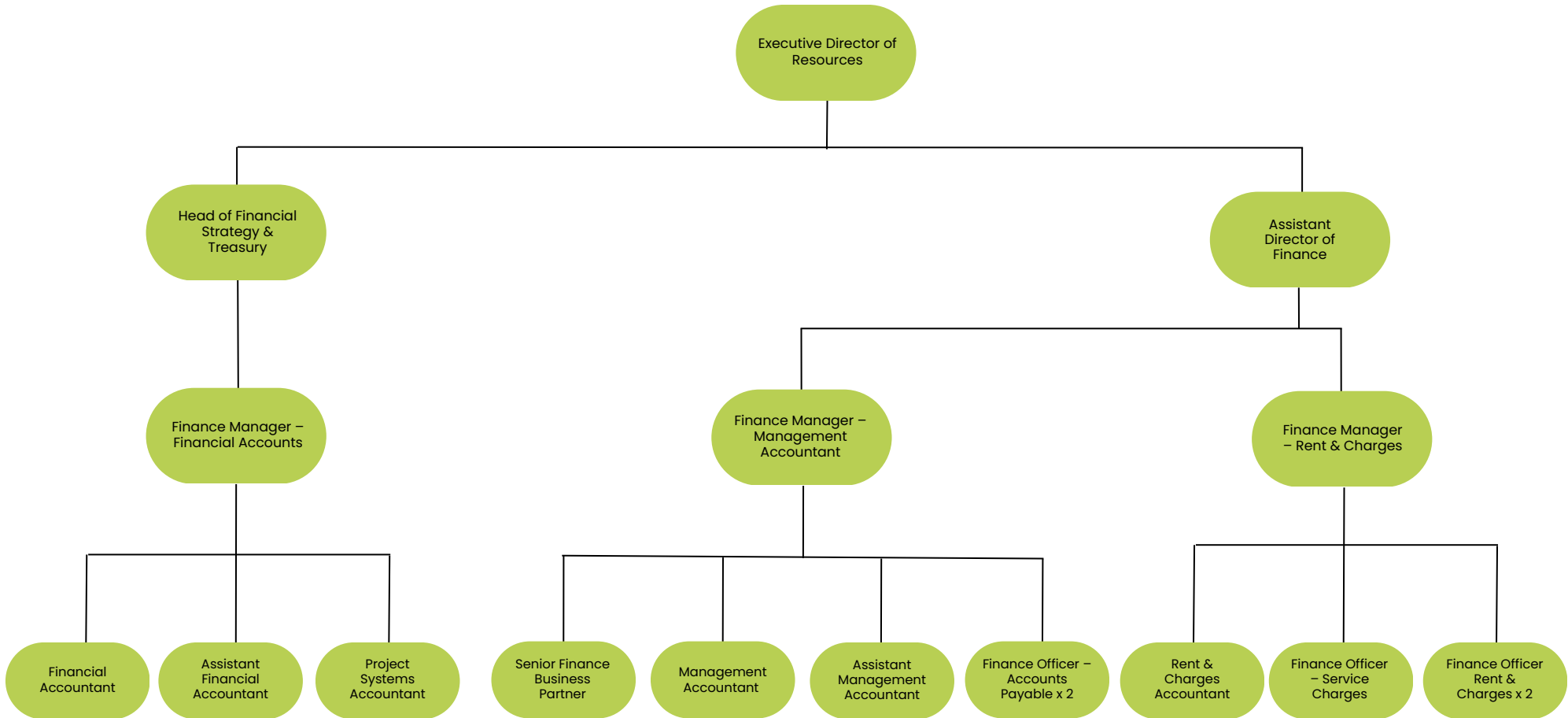


# Person Specification

	Criteria	Essential/ Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure, deliver to strict deadlines and manage conflicting priorities</li> <li>• Comfortable to collate, analyse and interpret complex data</li> <li>• Excellent interpersonal communication skills and confidence in delivering complex information in a readily understandable way</li> <li>• Ability to network and build effective relationships with key colleagues across the organisation</li> </ul>	<p>E E E E</p>
<b>Personal Attribute</b>	<ul style="list-style-type: none"> <li>• Credible and engaging leader who creates a great team spirit</li> <li>• The ability to influence, negotiate and challenge</li> <li>• Demonstrates drive, determination and self-motivation</li> <li>• Always supports and demonstrates organisational values</li> <li>• Creates opportunities and empowers and enables others</li> </ul>	<p>E E E E E</p>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly across various sites</li> </ul>	<p>E</p>



# Finance Team Structure





# Benefits Package

As an employee in the organisation, you will benefit from:

- Salary: £72,400.00
- Car Allowance: £4,200.00
- Hours: 35 / Week
- Annual Leave: 25 days increasing to 28 days on 4 years' service
- Flexitime: Up to 13 flexi days / year
- Agile Working: 2-3 days in the office required / week (some flexibility)
- Pension: DC Scheme up to 10.5% employer's contribution
- Subscriptions: Payment of one professional subscription fee / year
- Parking: Free onsite parking





# Contact Us

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