



# Director of Finance and Resources

Prepared by Castlefield Recruitment

# Welcome

"Thank you for expressing an interest in the Director of Finance and Resources role at Wirral Methodist Housing Association.

We are a community based Housing Association based in Birkenhead, and for nearly 60 years we have been providing homes to those who need somewhere to live. Proud of our heritage we want to help those in greatest need and we work in areas where new homes make a big difference to people's lives and local communities.

We know that providing a home at the right time can make a life changing difference, and we are proud to keep trying to build more new homes to help more local people.

A strong, strategic financial leader will help us to be a more resilient and effective organisation as well as to help us plan for the future.

We have a small dedicated team of colleagues and they care for and manage our 900 homes, providing general needs, supported and older person's accommodation across Wirral and West Cheshire.

Our skilled Board of Directors give clear direction and provide a focused and supportive partnership with the staff team.

We would be really interested to hear from you if you think you have the right blend of strategic thinking, finance and resource management experience and the desire to work with a small organisation that makes a big difference."

**Paul Carhart - CEO**

# About Us

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Wirral Methodist Housing Association has been providing quality housing in Wirral and Ellesmere Port since 1964.

We provide family houses, flats, supported accommodation including sheltered housing and shared ownership schemes.

We strive to be a caring organisation and are committed to providing quality homes and a responsive service.

Wirral Methodist Housing Association was founded in 1964 by a group of local Methodists who were moved to address the housing problems in their home community of Wirral.

The organisation grew organically and slowly throughout the next 15 years until increasing funding of social housing by Government enabled it to expand to its current size of over 850 properties in management.

We are a charity which does not distribute the profits we make to shareholders, but instead invest them in the work we do to help people in need. We have a remunerated Board who give their time to ensure we maintain our ethos, our vision and our values.

We believe in treating everyone who we come into contact with as a valued individual with whom we seek to develop a mutually beneficial relationship.



# Our Corporate Plan

## Vision and Values

Wirral Methodist Housing Association Ltd is dedicated to working in the community to provide homes and services that improve quality of life.



Integrity



Respect



Responsibility



Fairness



Customer  
focussed

## Strategic Objectives

- A provider of Excellence Services
- Be Financially Strong and Compliant
- Be an Excellent Association
- Build Thriving Communities
- Be Environmentally Sustainable

## What People Say

"Wirral Methodist Housing is an exciting and vibrant place to work, the work is interesting as it is rewarding. Feedback and ideas are welcomed from everyone, demonstrating we are an inclusive team. With many opportunities ahead being part of a small organisation makes you feel your work has a real and positive impact"

Ruby Shannon – Management Accountant



# About the Role

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<b>Job Title</b>	Director of Finance and Resources
<b>Team</b>	Finance and Central Services Team
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Central services, governance, and finance teams, data management of external partners

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## Key Objectives

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The Director of Finance and Resources is responsible to the CEO, Executive Team and Board for the overall approach to effective strategic financial, governance, performance and compliance for the Association. The Director of Finance and Resources will:

- Be the executive lead for value for money, rents, financial viability, and cyber security, ensuring all regulatory requirements are met
- Develop a robust corporate risk and assurance framework, ensuring compliance with internal audit and other assessment processes. Develop an approach to Risk Management that meets best practice requirements and takes into account the specific needs and business of the Association
- Deliver an ICT Strategy that meets the requirements of the Association and provides an effective platform for all colleagues and tenants
- Ensure there is a comprehensive approach to regulatory compliance and to work with the Head of Finance meet the requirements of the Housing and Charity regulatory bodies
- Ensure there is a performance management approach adopted across the organisation
- Work with the Chief Executive and the Chair to deliver a Board Effectiveness programme including providing support for appraisals and training and development for Board Members

# Key Tasks

## Finance

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- To lead in the development and delivery of the annual 30-year financial forecast, ensuring that there are sufficient resources to deliver strategic objectives whilst remaining viable and compliant with loan covenants
- To monitor the forecast through stress testing and scenario planning
- Produce the annual budget, management accounts, cashflow reports, and statutory accounts
- Develop and maintain effective systems of financial and internal control
- Ensure key financial indicators relating to operational performance and loan covenant compliance are monitored and achieved
- Lead on the development of the Value for Money and Treasury Management strategies, providing reports to the Board on progress against targets
- With the Head of Finance co-ordinate external audit
- Appoint and work with independent Treasury Advisors to ensure availability of funding to support agreed objectives as determined by the Board
- Work with the Board to ensure appropriate pension provision is made for all staff
- Ensure rent and service charge setting processes are sound and meet all legal obligations to residents

- Ensure all necessary insurance is in place
- Ensure the assets and liabilities register is maintained in accordance with all regulatory requirements

## Board and Governance

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- Provide governance oversight to ensure that the Board and Sub-Committees are effectively serviced and provided with the information required for them to operate effectively. Be the executive lead reporting to the Governance and Internal Control Committee and act as Assistant Company Secretary
- Keep the Scheme of Delegation and all associated documentation updated and refreshed as required
- Ensure an accurate record of minutes and decisions by the Board and Committees is taken and record the actions of the Board and Committees
- Operate as Assistant Company Secretary in all aspects of Board Business including the organization of the Annual General Meeting and issuing of regulatory requirements
- Ensure an effective and efficient Board and Executive support team is in place. Prepare reports for the Board, Committees, EMT, and external stakeholders as required
- Ensure all statutory and regulatory returns are accurate and submitted on time

# Key Tasks

## Risk Management

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- Develop an approach to risk that is regulatory compliant and suitable for the size and scope of the Association
- Ensure the approach to risk is embedded across the organization including the use of operational or management controls

## Policy and Performance

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- Ensure that there is an effective performance monitoring system that measures progress and leads to service improvement
- Develop, maintain and review an overall framework of standards, policies, procedures and specifications covering all areas of the Association's work
- Ensure that an annual planning process is in place to deliver improved customer and organizational performance and that staff training compliments this
- Ensure there is effective performance information reporting to Executive and Board

## Regulatory Compliance

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- With the Head of Finance, ensure all regulatory returns are submitted to all regulatory bodies in a timely and appropriate way

## ICT

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- Devise and deliver the ICT Strategy including all communications
- Oversee the data and integrity work for the association ensuring a high level of assurance on the data held, in accordance with all regulatory and statutory requirements

## Human Resources

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- Develop a people approach that is suitable for the size and nature of the organization
- Ensure all people records are held accurately and that an effective system of management, pay and reward is in place and reviewed regularly
- Work with external providers of HR advice and payroll services

## Other Responsibilities

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- Provide guidance, clear direction, and supervision to direct reports, setting objectives and targets for continuous improvement and business transformation
- The post holder may be required to undertake other responsibilities consistent with those set out above

# Key Tasks

## Other Information

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- The Post Holder would be a member of the Executive Team – CEO, Director of Operations and Director of Finance and Resources
- The Post holder would attend Board and Sub Committee meetings. Sub Committees are held during the day. The Board will meet seven times during 2024 and most meetings are at 5-7pm.
- Within the Finance and Central Services Team, there is a Head of Finance/Finance Manager in place, a Management Accountant, two Finance Officers, Performance and Insight Manager, Governance Manager and Business Support Officer, in addition we share a Procurement and Rent Manager with Alpha Living.
- Location – Wirral Methodist Housing Association, Partnership Building, 45 Hamilton Street, Birkenhead CH41 5AA





# Person Specification

The successful candidate will demonstrate the following;

	Criteria	Essential/ Desirable
Training & Education	<ul style="list-style-type: none"> <li>• Degree or equivalent level experience</li> <li>• The role also requires a financial accounting qualification (eg ACCA; ACA; CCAB)</li> </ul>	E E
Experience	<ul style="list-style-type: none"> <li>• Significant management experience. At least five years relevant public sector finance post qualification experience</li> <li>• Experience of leading/specifying IT led improvements to finance or business processes</li> <li>• Leading and managing people</li> <li>• Experience of leading significant change projects from concept to sign off</li> <li>• Reporting to Board and Committees</li> <li>• Preparing and presenting management accounts, annual accounts, budgets and business plans</li> </ul>	E  E E E D E
Skills & Abilities	<ul style="list-style-type: none"> <li>• Comprehensive and up to date technical awareness of accounting standards, public sector procurement and budget setting and monitoring</li> <li>• Excellent written and verbal communication and presentation skills</li> <li>• Personally Effective – excellent organisational skills, ability to prioritise and delegate</li> <li>• Ability to seek out, manage and influence opportunities for continuous improvement and change</li> <li>• Ability to analyse complex operational / statistical information and produce accurate / intelligent forecasts and plans</li> <li>• Excellent numeracy, mathematical and ICT skills</li> <li>• Ability to supportively lead, motivate and empower colleagues</li> <li>• Business performance and forecasting</li> <li>• Explaining complex financial issues to a range of audiences</li> </ul>	E  E E E E  E E E E

# Person Specification

Knowledge	<ul style="list-style-type: none"><li>• Treasury Management</li><li>• Risk Management</li><li>• Housing Association Accounting</li><li>• Housing Association sector funding</li><li>• Stress testing, business planning</li><li>• Asset management funding and strategy</li></ul>	E E D D E D
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# Benefits Package

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

- Salary range £75-80k, plus 5% car allowance
- Pension up to 12% employer contribution on a defined contribution scheme
- Employee Assistance Programme and Health Cash Plan
- Car parking available
- Hybrid working model in place. We have bright modern offices with excellent meeting facilities and are set up to allow colleagues to work from there and from home



# Contact Us

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