



# Head of Finance

## RECRUITMENT PACK

NOVEMBER 2023

Dear Applicant

Thank you for your interest in the Head of Finance role.

Lambeth & Southwark Housing Association (LSHA) is a small community-based association with a simple purpose, to collaborate with our residents and partners to provide homes and services we can be proud of, and places where people feel safe and happy to live. We provide 320 affordable homes and services in the south London boroughs of Lambeth, Southwark, and Lewisham. We have growth ambitions and 30 new units are soon to be delivered as part of a rooftop development scheme in Bermondsey. You can find out more about LSHA's history and the homes and services we provide from our website [Lambeth and Southwark Housing Association \(lsha.org.uk\)](http://lsha.org.uk)

Following the retirement of our Finance Manager, we have created a new role of Head of Finance who will have responsibility for IT, risk management and payroll alongside all aspects of the finance function. As a member of our senior management team, you will be an ambassador for the association and an exceptional leader. You will share our values of accountability, creativity, ownership, integrity and being customer driven and will play a key role in shaping the future of our organisation.

We look forward to receiving your application.

Yours faithfully,



Emma Keegan  
**Chief Executive**

**Working for Better Housing**

**Lambeth & Southwark Housing Association Ltd**

21 Claylands Place, Oval, London SW8 1NL **tel** 020 7735 3935 **email** [info@lsha.org.uk](mailto:info@lsha.org.uk) **www** [www.lsha.org.uk](http://www.lsha.org.uk)

## Role Advertisement

Head of Finance (part time)

c. £68,000 FTE

Lambeth and Southwark Housing Association (LSHA) is committed to providing responsive, consistent, high quality housing services. The Association promotes and supports the security, rights, and well-being of its diverse group of tenants and seeks to ensure active and meaningful tenant involvement at all levels.

The Head of Finance is an integral part of LSHA and is responsible for keeping the Association's accounts and records in good order so that information is accurate and up to date.

The role carries significant responsibilities for maintaining key financial processes and will require attention to detail and excellent communication skills at all levels of engagement with operational teams.

The role is a part time role, based on working 3 days (21 hours) per week. You will be responsible for:

- All aspects of the Finance function including Treasury, reporting, budgeting & business planning
- All aspects of IT, Risk Management, Payroll and HR
- Supporting the CEO and Head of Operations as a collaborative member of the SMT
- Coaching and mentoring the finance officer
- Other responsibilities, including completing statutory returns, and a range of other financial and accounting tasks as required.

The successful candidate will be a qualified accountant with experience of working in a regulated sector. You must have above average Excel skills. Recent experience of Omniledger & Sage payroll would be desirable.

To find out more, please visit: [Job Vacancies – Lambeth and Southwark Housing Association \(lsha.org.uk\)](https://www.lsha.org.uk/job-vacancies) If you would like an informal discussion about the role or have any questions, please contact Ruby Judt on 07710 848635 or [ruby.judt@lsha.org.uk](mailto:ruby.judt@lsha.org.uk)

To apply, please email your CV and a short supporting statement of not more than 2 pages setting out your suitability for the role to [ruby.judt@lsha.org.uk](mailto:ruby.judt@lsha.org.uk)

Closing date: 5pm Monday 27 November 2023

## Role profile

### Job title: Head of Finance

**Reports to:** Chief Executive

**Responsible for:** Finance officer

#### OVERVIEW OF THE ORGANISATION

Lambeth and Southwark Housing Association (LSHA) is committed to providing responsive, consistent, high quality housing services. The Association promotes and supports the security, rights, and well-being of its diverse group of tenants and seeks to ensure active and meaningful tenant involvement at all levels.

#### OVERVIEW OF THE ROLE

As the Head of Finance, you will be responsible for all financial activity and the organisational lead for IT. You will provide good quality accounting, financial management, treasury management, financial compliance, and risk management services.

Along with the Head of Operations and Chief Executive, you will form the Association's Senior Management Team (SMT).

#### OUR VALUES

All staff must support and uphold the Association's values:

##### ACCOUNTABILITY

We are open, transparent, and work collaboratively taking both personal and collective ownership for delivering actions and results.

##### CREATIVITY

We embrace innovation and new ideas to help us achieve excellence. We are ambitious for our association.

##### CUSTOMER DRIVEN

We know our residents and we listen, consult, and engage with them to ensure they are at the heart of everything we do and feel empowered to lead the best lives they can.

**OWNERSHIP** We 'do the right thing' for our customers and colleagues. When taking difficult actions, we are balanced, thoughtful and compassionate.

##### INCLUSIVE

We celebrate and draw strength from our differences. We build mutually beneficial long-term relationships and respect with our customers, staff, and other stakeholders.

## **DUTIES AND KEY RESPONSIBILITIES**

### **Leadership**

- Provide effective leadership as part of SMT to support a culture which demonstrates our values and delivers service excellence.
- Be the organisational lead for the strategy and delivery of finance and IT services.
- Work closely with the Audit and Risk Committee Chair and members of the board to support and enable them to discharge their duties around financial matters, compliance, controls, and risk management.

### **Business Planning and Strategy**

- Support the CEO in developing business plans.
- Lead on the 30-year financial plan, including stress testing, and identifying appropriate mitigations.
- Responsible for reporting to management the financial plan
- Lead on LSHA's value for money strategy

### **Financial Management**

- Manage the primary accounting system and records and maintain them in accordance with current legislation and SORP or other relevant accounting standards.
- Ensure all rents and services charges set meet regulatory expectations.
- Oversee the purchase ledger.
- Ensure bank reconciliations are completed.
- Develop financial procedures /process Ensure effective arrangements for tax, insurance, payroll, and pension.

### **Management Accounting**

- Ensure management accounts are accurate and timely for SMT and Board.
- Develop and report to management and Board on financial and non-financial KPIs, benchmarking with other organisations as appropriate.
- Prepare the annual budget and reforecast and present to the Board for approval.
- Incorporate Value for money reporting into the management accounts.

### **Financial Reporting**

- Lead on the preparation of the Associations statutory accounts
- Manage the external audit process.
- Lead on tenders and relationship management for external auditors
- Support the Association in delivery of the Annual report.

### **Treasury Management**

- Develop the organisations Treasury Management Strategy
- Lead on the delivery of the Treasury Strategy
- Responsible for updating the Treasury policy.

- Ensure compliance with covenants and covenant reporting requirements.
- Lead on cashflow management and forecasting
- Responsible for day-to-day banking and investments
- Maintain effective relationships with lenders, investors, and all relevant corporate partners.

#### Information Technology

- Lead on IT Strategy and Cyber Security policies
- Prepare/Support the Association in developing a business continuity/disaster recovery plan.
- Lead on negotiations/upgrades of the Associations Housing Management & Finance Systems

#### Risk, Compliance and Control

- Identify areas of risk and advise on appropriate risk management strategies.
- Liaise and oversee the internal audit programme.
- Ensure that financial regulations, standing orders and delegated authorities and financial policies are reviewed and updated.
- Maintain LSHA's assets and liability register.
- Lead on the annual renewal of LSHA's insurance policies and reporting on claims
- Lead on all regulatory and statistical returns.

#### Payroll, Pensions & HR

- Responsible for ensuring payroll is processed accurately and in a timely manner.
- Ensure HMRC responsibilities relation to national insurance, tax and other areas are accurate and timely.
- Responsible for pensions enrolment and reporting
- Ensure effective arrangements for tax, payroll, and pension.
- Responsible for ensuring sickness and turnover is reported as part of the KPI reporting accurately and in a timely manner.

#### General

- Comply with LSHA's health and safety, equality and diversity, data protection, confidentiality and financial policies and procedures.
- Undertake any other duties that may be required, and which are commensurate with the role.

#### EDUCATION AND TRAINING

- Qualified accountant
- 10+ years of post-qualification experience

## EXPERIENCE

- Experience of working within housing or another regulated sector
- Experience of preparing budgets, management accounts, statutory accounts, cash flows and payroll
- Experience of business planning and financial modelling
- Experience of supervising the work of others

## SKILLS AND ABILITIES

- Communicates effectively with a range of stakeholders verbally and in writing.
- Possesses analytical, prioritising, and decision-making skills.
- Able to produce clear, concise, and well written reports on complex issues.
- Technically savvy with strong Excel skills

## PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Strong interpersonal and communication skills
- Able to deliver services at both an operational and strategic level.
- A strong champion of a culture of service excellence
- A good role model, demonstrating credibility and integrity.
- Committed to promoting equality, diversity, and inclusion, and embedding it into everything they do.
- Will take responsibility for their own learning and development.
- Able to work flexible hours, including evenings and weekends as required by the role.



## Head of Finance

### Terms of Service (Subject to Contract)

<b>Salary:</b>	£68,000 - £70,000 FTE
<b>Annual Leave:</b>	25 days per annum, plus bank holidays, plus one additional day for each completed year of service up to a maximum of 30 days per annum (pro rata for part time members of staff)
<b>Pension:</b>	Employer pension contribution: twice employee contribution up to a maximum of 10%. For example, if employee pays 5%, LSHA pays 10%.
<b>Other benefits:</b>	Professional Membership Cycle to work scheme Working days between Christmas and New Year given as paid holiday at the discretion of the Board
<b>Working Hours:</b>	21 hours per week (3 days)
<b>Location:</b>	Oval, SW8 Some homeworking
<b>Probationary Period:</b>	6 months

The successful applicant will be required to provide two satisfactory references prior to appointment.



# Lambeth and Southwark Housing Association – Staff Structure

