

## GWAH: ROLE PROFILE

<b>JOB TITLE</b>	Finance Manager	<b>GRADE</b>	EVH Grade 8
<b>REPORT TO</b>	Corporate Director	<b>DATE COMPLETED</b>	January 2025

### CORE RESPONSIBILITIES

Responsible for the direction and management of a small staff team (finance, ICT and debt management) and for fostering a proactive team culture that demonstrates ownership and ensures the successful delivery of operational and performance standards in support of the corporate objectives of GWAH and its commercial subsidiary Glasgow West Enterprises. High level of technical knowledge and experience, focus on compliance, risk management and co-ordination of team performance. Ensuring comprehensive and accurate records, reporting and administrative systems that demonstrate compliance with legislative and regulatory standards and reflect best practice. Responsible through the Corporate Director to the Executive Team and ultimately the Management Committee for policy outcomes and performance, within a framework of continuous improvement and execution of strategies and initiatives for robust governance, optimum performance and enhanced customer service.

### KEY TASKS:

1. Operational leadership and direction of Finance, ICT and debt management activities and performance.
2. Effective management and support of team, including annual performance reviews, SMART Team Plans, regular planning & supervision sessions.
3. Financial management and planning; compliance with internal financial controls.
4. Treasury management policy implementation.
5. Annual Accounts/Audit preparation.
6. Budget Preparation.
7. Preparation of annual insurance declaration and liaison with key stakeholders.
8. Administration of Component Accounting.
9. Risk Management including fraud and cyber risk.
10. Leading the preparation of Governing Body reports to ensure compliance and informed decision making.
11. Contributing to the development of the Corporate Strategy and leading on policy/procedures/KPIs, mitigating risk and ensuring compliance with governance, regulatory and legislative requirements.
12. Driving innovation in ICT strategy and overseeing systems/software/hardware implementations.
13. Office management solutions.
14. Performance management and reporting.
15. Contributing to corporate publications including newsletters, annual report, web site

### SCOPE: Towards Corporate Strategy 2028 Vision: Shaping Thriving Communities

Leading the finance, debt management and ICT functions, maintaining a focus on achieving performance excellence in corporate and team plans, supporting continuous improvement and innovation. In conjunction with the IT Officer, driving the development and delivery of the ICT strategy to provide fully integrated ICT systems to support growth and enhance internal and external customer service. Flexibility and scope of role to reflect organisational priorities, change and progress towards 2028 vision.

### COMPETENCIES

Leadership	<p>Sound operational leadership and direction.</p> <p>Embrace and promote robust governance structures, optimum performance, learning and growth supported by a culture of enhanced services</p> <p>Implement aligned corporate strategies, goals, policies, processes and performance management frameworks; optimising assets and resources</p> <p>Tailored coaching, support, supervision and delegation</p> <p>Commitment to change and demonstrable successful implementation.</p>
Knowledge	<p>Demonstrable understanding of the housing sector, its wider environment and the changing role of RSLs.</p> <p>Professional expertise and commitment to CPD, learning and best practice</p> <p>Accounting qualification and demonstrable financial skills and experience.</p> <p>Sound awareness of RSL financial frameworks and funding mechanisms</p>

Professionalism	<p>Operates within the framework of policies and procedures and leads the review and delivery of same.</p> <p>Sound professional judgement, evaluation and critical thinking</p> <p>Sound awareness of financial governance, regulation and legislation</p> <p>Good understanding of strategic and corporate planning processes</p> <p>Displays willingness and enthusiasm in carrying out responsibilities and tasks.</p> <p>Awareness of personal strengths and limitations and seeks support, assistance and intervention as appropriate.</p>
Team Work	<p>Experienced in managing a multi-disciplinary team</p> <p>Effective resource planning to deliver expectations, achieving high quality and strong performance</p> <p>Proactively engages with others to ensure accurate and comprehensive information is shared.</p> <p>Promotes and engages in positive team work, respecting the contribution of others.</p> <p>Highlights issues of importance and keeps team apprised on matters of common interest.</p> <p>Uses initiative and generates ideas.</p>
Customer service	<p>Responsive, efficient services and commitment to continuous improvement.</p> <p>Mitigates complaints through successful service and engagement strategies</p> <p>Promotes a culture of embracing stakeholder engagement and sustaining sound stakeholder relationships</p>
Interpersonal	<p>Self- motivated, flexible, adaptable, reliable and sociable; demonstrating self-confidence, initiative and drive. Sound negotiation, influencing and compromising skills.</p> <p>Confident leader and positive ambassador</p> <p>Creative and innovative thinker</p> <p>Comfortable with lone working and displays awareness of personal safety and risk.</p>
Organisational & analytical	<p>Effective multi-tasking, managing, planning and monitoring to achieve high quality outcomes and strong performance.</p> <p>Demonstrates excellent project and time management skills. Responsive to changing demands.</p> <p>Strong analytical skills, high degree of accuracy and attention to detail</p> <p>Problem solving, ability to interpret data and offer solutions</p>
Communication & ICT	<p>Effective, succinct and appropriate communication with internal and external stakeholders; excellent report writing and language skills.</p> <p>Strong ICT skills: Outlook, Word, Power-point with expertise in Excel, Housing Management and Finance software</p>
Vision & values	<p>Embrace and promote GWHA's Code Of Conduct and values: Inclusive, Considerate, Accountable, Resourceful, Ethical; promoting equality, value, diversity and sustainability</p>