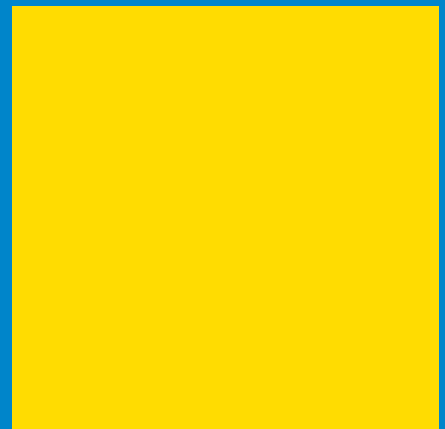


Candidate Briefing Pack

Director Of Finance
& Corporate Services



Making A Positive Difference By
Empowering People And Communities



A MESSAGE FROM THE CHIEF EXECUTIVE

Dear Candidate,

Thank you for your interest in joining Ark Housing Association as our new Director of Finance & Corporate Services.

Due to the planned retirement of the current post-holder, we are seeking an innovative leader and excellent problem solver to join us on the next stage of our journey.

We have accomplished great things in our first 35 years as a registered Housing Association by taking brave strategic decisions to further our social purpose. We are now one of the fastest growing social housing providers across the UK and Ireland, and through our ongoing investment in new homes and services, we continue to reach many more people in need and have a greater positive impact within the communities we operate.

Our Director of Finance & Corporate Services, as part of our Senior Executive Team, shall ensure that this success continues, and that as we grow, our business is supported by robust financial planning within a data-driven business environment.

If you feel you are the right person for this role, and wish to join a progressive and forward thinking organisation that makes a lasting difference to people, then we would love to hear from you. In return, you will be supported by an excellent and highly professional staff team and Board, all committed to delivering Ark Housing's vision.

I look forward to receiving your application.

A handwritten signature in black ink that reads "Jim McShane". The signature is written in a cursive, slightly slanted style.

Jim McShane
Chief Executive

ABOUT ARK HOUSING

Ark Housing Association is a registered Housing Association with the Department for Communities and Financial Conduct Authority, and is an independent not for profit organisation under the Industrial & Provident Society Act (NI) 1969. We are also registered with the Charity Commission for Northern Ireland.

We were established in 1987 as Down and Connor Housing Association to provide social and affordable homes for people in housing need. In 1999 the organisation was renamed Ark Housing Association to reflect our history and growing ambition.

We are based in Belfast but operate across all district council areas and we build, manage, and maintain homes to meet the needs of a wide range of demographics. In addition to providing homes for general needs families we also provide a range of accommodation and support services to enable people to manage and sustain their tenancies and live independently. All permanent allocations of our homes are made in accordance with the Common Selection Scheme for Northern Ireland which is administered by the Northern Ireland Housing Executive.

We operate several successful partnerships with specialist agencies and statutory bodies. These include Threshold N.I; Inspire Wellbeing; Belfast Health and Social Care Trust; South Eastern Health and Social Care Trust; Supporting People and the Northern Ireland Housing Executive. We also manage a floating support homeless service for families threatened with or experiencing homelessness.

Our new build developments are funded through a combination of private finance with capital funding grants received from the Department for Communities and we are also revenue funded for some specialist services through the Supporting People Programme.

We currently manage 719 homes, have a further 130 due for completion in this financial year, and we aim to have around 1400 homes in management by March 2027. We employ 44 permanent and temporary staff in a range of scheme and office based roles.



Our Mission, Vision And Values

At Ark Housing Association we pride ourselves on being an innovative and progressive organisation. We nurture open and honest internal and external relationships and we value partnership, collaboration, and professional development. We empower and trust our people to deliver and in return we actively support them through a myriad of forward thinking policies and practises.

Our Mission

In partnership, provide quality homes and support services to meet housing need and contribute to the well-being of communities.



Our Vision

Making a positive difference by empowering people and communities.



Our Values

P

Progressive

Forward thinking, supporting change and transformational

R

Respect

Treat everyone with dignity and esteem

I

Integrity

Maintain the highest professional and personal standards

D

Diversity & Equality

Value diversity and equality in everything we do

E

Excellence

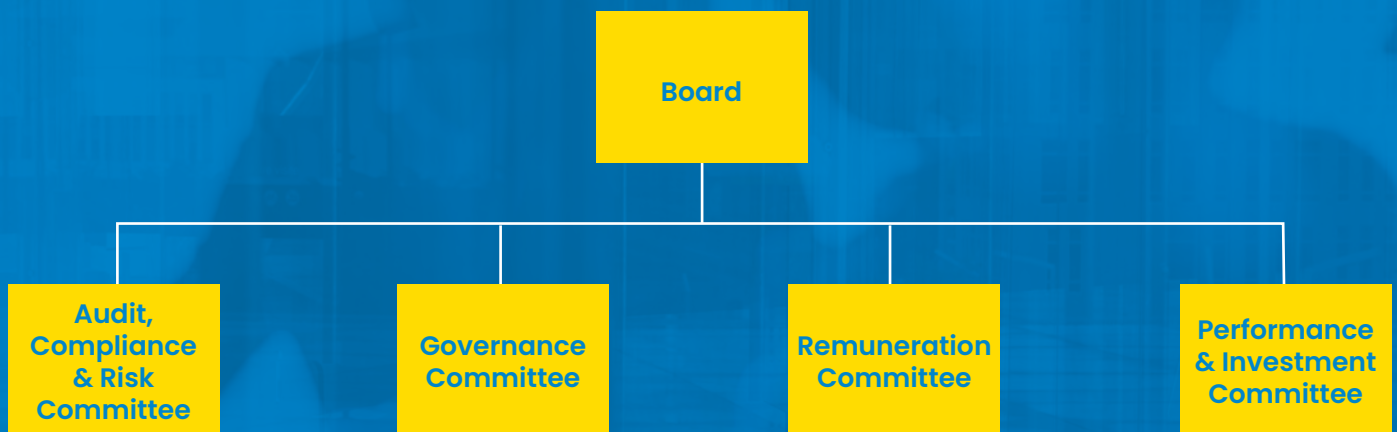
Strive to deliver the highest standards of quality and customer care

OUR GOVERNANCE & SENIOR EXECUTIVE STRUCTURE

Ark Housing Association is governed by a voluntary Board and its Committees whose role is to lead, direct, and control the work of the Association. The Board ensures the delivery of the organisation's agreed strategic objectives and corporate plans within the framework of statutory and regulatory compliance.

The Board is supported by the Senior Executive Team who is led by the Chief Executive.

Board & Committee Structure



Senior Executive Team Structure



ABOUT THE ROLE

As part of Ark Housing's Senior Executive Team, the Director of Finance & Corporate Services contributes to the overall strategic development of the Association and is responsible for directing and overseeing the Association's finance and corporate services functions.

If successful, you will be joining us at a very exciting time. We aim to build 750 more new homes by 2027, investing £130m in the process. You will ensure that as we grow, our operations are supported by robust financial strategies and plans and that our risk management, treasury management, and audit functions are sound and effective.

As an experienced business leader and accountant you will provide information and assurance to the Chief Executive, Committees & Board on an ongoing basis, and act as our day to day lead contact for all relevant stakeholders across the regulatory and banking sectors, ensuring that required submissions are made, and in conjunction with the Chief Executive, negotiate and secure our capital borrowing requirements.

You will also support the work of the Audit, Compliance & Risk Committee, ensuring that those meetings are delivered, administered, and managed as required, and that all Board and Committee reporting requirements are met. Financial reporting requirements include, but are not limited to, the production of a Treasury Strategy, bi-annual treasury management reports, monthly and quarterly management accounts, annual budgets, annual rolling 5-year financial business plans, long-term forecasts and scheme investment appraisals.

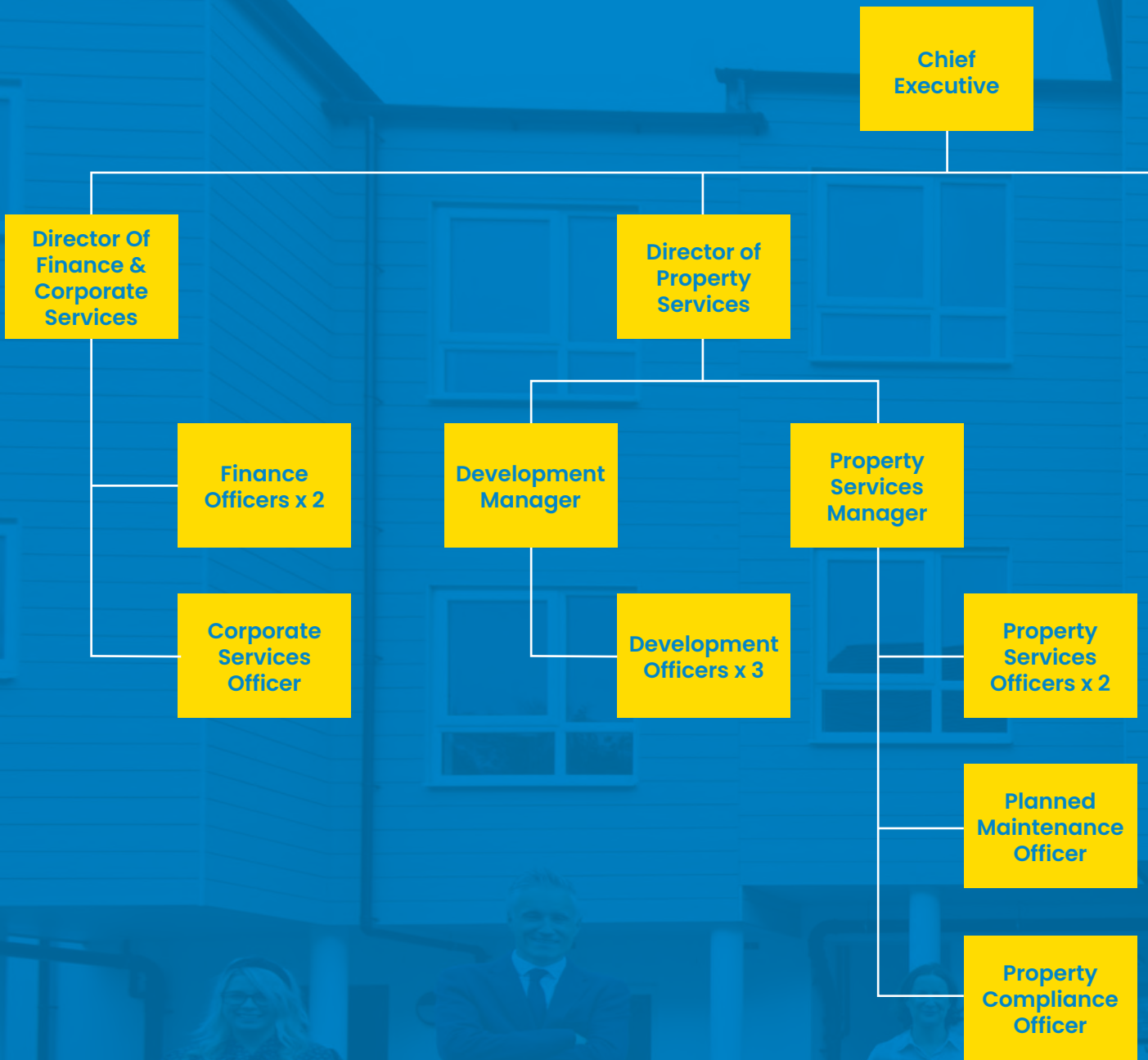


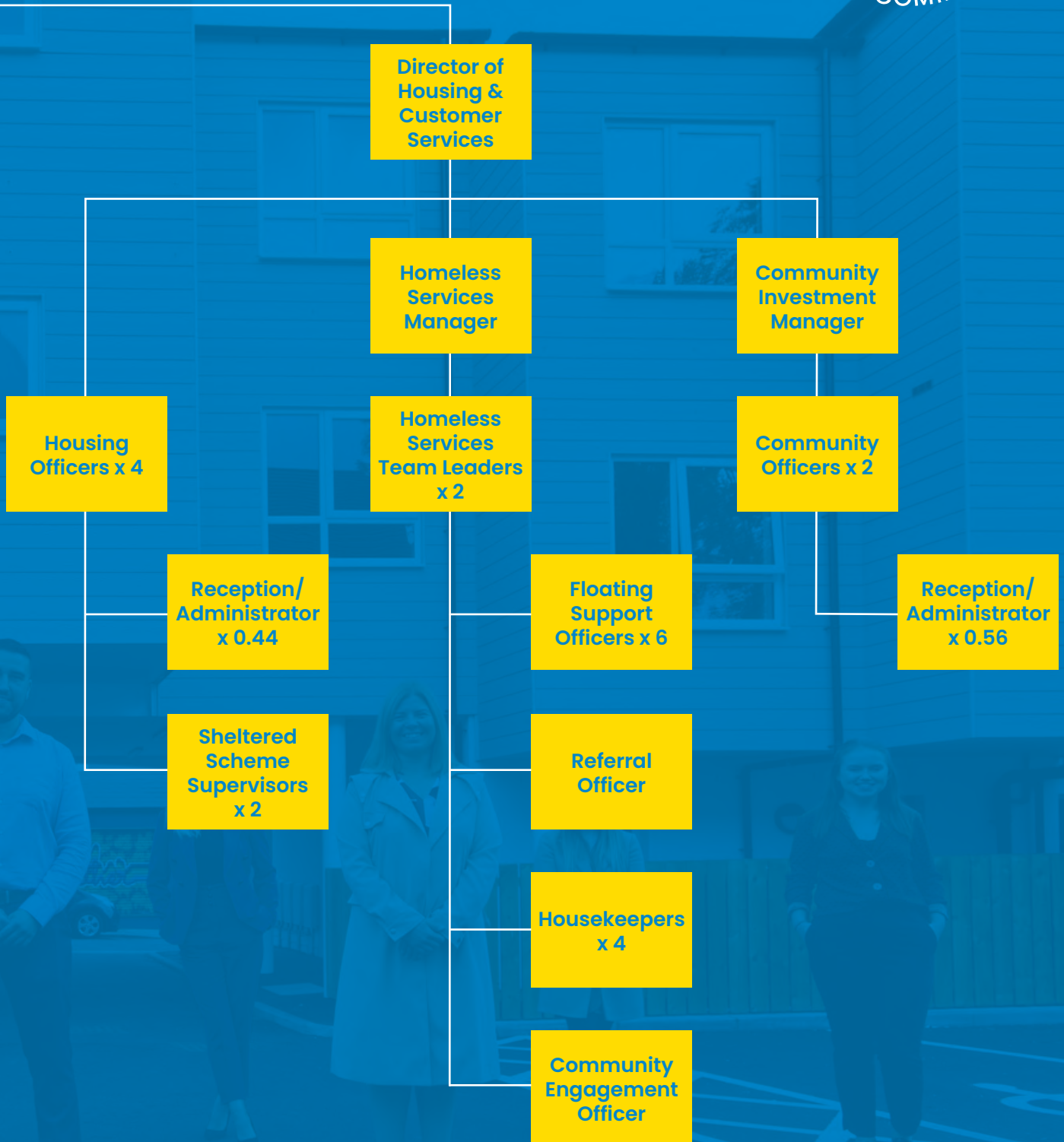
You will also be responsible for ensuring that there are effective financial controls and policies in place in regards all financial matters and functions, including but not limited to, treasury management, rent setting, liquidity, value for money, financial risk management, new build investment and payroll.

In respect to Corporate Services, you will act as the Association's lead officer / contract manager for the procurement, delivery, and management of many of the Association's core corporate services including external third party contracts such as ICT, HR, Audit & Insurance Services. You will also ensure the implementation of our policies and statutory responsibilities in respect to Data Protection and Equality, and effectively manage and maintain the Association's key corporate registers including those on policy, complaints, contracts, and hospitality.

This is a very busy and demanding role, and as the lead person in a relatively small department, it will be at times as much hands on, as it will be strategic. But, in return, we can offer you a great deal of autonomy and a vibrant, supportive, and flexible working environment with market leading terms and conditions of employment.

OPERATIONAL STAFF STRUCTURE





MAIN TERMS AND CONDITIONS OF EMPLOYMENT

ANNUAL SALARY	£62,780 to £68,250
CONTRACT	Permanent (Subject to 6 Month Probationary Period)
PENSION	NILGOSC contributory pension scheme, currently 19.5%
ANNUAL LEAVE	22 Days (27 after 5 years) (32 after 10 years)
STATUTORY LEAVE	13 Days
OTHER BENEFITS	Essential Car user Allowance: £1,239 Per Annum On-site Car Parking at Head Office
HOURS	37 pw, Monday to Friday. Flexible and remote working options available. Occasional requirement to work outside normal working hours.
LOCATION	Head Office, Stockmans Way Belfast. Remote working option available.

DIRECTOR OF FINANCE & CORPORATE SERVICES

JOB DESCRIPTION

JOB TITLE	Director Of Finance & Corporate Services
REPORTING TO	Chief Executive

MAIN PURPOSE OF ROLE

To direct and oversee the Association's finance and corporate services functions, and to contribute to the overall strategic development of the Association as part of the Senior Executive Team.

To ensure the delivery of high quality, effective and efficient, financial and corporate services ensuring accountability, probity and compliance with all legislative and regulatory requirements.

MAIN ACCOUNTABILITIES

Main Tasks

1. To strategically manage the short, medium and long term financial affairs of the Association ensuring that adequate resources are available to meet organisational objectives having regard to quality and value for money.
2. To ensure that treasury management, financial risk management, borrowing and investment activities, cash flow control and forecasting, and investment appraisals comply with Ark Housing, banking, and regulatory requirements.
3. To ensure that there are effective financial controls and policies in place in regard all financial matters, including but not limited to, treasury management, rent setting, liquidity, value for money, financial risk management, new build investment and payroll.
4. To continually review the cost effectiveness of the Association's operations and produce an annual VFM statement in accordance with requirements.
5. To ensure that core financial information and reports, including KPI's and other indicators, is provided to other members of the Senior Executive Team, Board & Committees in a timely manner, and that there are effective controls and procedures in place internally to ensure financial targets and reporting deadlines are met.
6. To manage and maintain the Association's key corporate registers including those on policies, complaints, contracts, and hospitality.
7. To act as the Association's lead officer or contract manager for the procurement, implementation, and management of the Association's corporate services contracts, policies, and functions in respect to Data Protection, Equality, HR, ICT & Communications Systems, Insurance Services, Audit Services, and Office Utilities & Resources.

Financial Management

8. In consultation with the Chief Executive and other members of the Senior Executive Team, and in accordance with the Association's business and strategic plans, prepare rolling short, medium and long term financial forecasts and budgets for the Senior Management Team, Committee and Board approval.
9. To prepare detailed monthly and quarterly management accounts to include real time management information on actual against budget and on the achievement of financial performance indicators.
10. To manage the Association's day to day policies, procedures and operational activities in relation to income & expenditure, banking and payroll, ensuring best practise and probity, and to offer strategic advice and recommendations to the Chief Executive on improving business practices in order to realise efficiencies.
11. To provide advice to other members of the Senior Executive Team and the Board, as required, in regards investment and treasury management activities, and assist the Chief Executive in the development and monitoring of corporate plans, annual business plans, and work programmes.
12. To ensure that all accounts information is properly administered for the purposes of external audit and to ensure that all information as requested is provided to the external auditor in an efficient and timely manner.
13. Prepare annual statutory accounts in liaison with the external auditors.
14. To complete all statutory and regulatory returns as requested ensuring that all key stakeholders and regulators are provided with the information required in an accurate and timely manner.
15. To develop financial risk management mechanisms that minimise and mitigate financial risk and to ensure that all financial risks are appropriately monitored and reported to the Chief Executive, Board & Committees as requested.
16. Maintain appropriate safeguards to ensure the accuracy and timeliness of financial reports.
17. Ensure a robust system of internal controls is in place to minimise the risk of fraud, errors or other irregularities occurring and assist staff generally in the implementation and ongoing monitoring of adherence to internal controls.
18. To ensure all regulatory and internal audit recommendations are implemented, and their progress is reported to the Chief Executive, Board & Committees as requested.
19. To produce feasibility assessments, economic appraisals and stress test plans, forecasts and programmes for growth.
20. To keep abreast of changes in financial regulations and legislation and to develop and implement new policies in respect to the same.
21. To maintain the Association's fixed asset register and component accounting ledgers, providing accurate accounting for depreciation and grant amortisation.
22. To direct and manage the activities of the Finance Officers in relation to the delivery and implementation of core finance services functions.
23. Oversee payroll, RTI and NILGOSC pensions. Ensure all NILGOSC and HMRC regulatory returns are met within required time frames.
24. Maintain bank mandates, ensuring the relevant information is up to date and current. Ensure compliance with banking covenants. Manage the association's loan portfolio and loan security.
25. Lead on the completion of the organisation's quarterly KPI monitor and benchmark and analysis sector data.

Corporate Services

26. To act as the Association's lead officer or contract manager for the procurement, implementation, and management of the Association's corporate services contracts, policies, and functions in respect to Data Protection, Equality, HR, ICT & Communications Systems, Insurance Services, Audit Services, and Office Utilities & Resources.
27. In conjunction with the external ICT provider, continually review the Association's information and communications technologies (ICT) networks, systems, and strategies ensuring that they are fit for purpose, meet current and future operational and legislative requirements and deliver value for money.
28. To direct and manage the activities of the Corporate Services Officer in relation to the delivery and implementation of core corporate services functions.
29. To act as contract manager in the procurement and contract management of all core corporate third party providers of contracted or shared services.
30. Co-ordinate the annual insurance policies and ongoing renewals process including stock insurance, public liability, IT and legal.
31. In conjunction with the Corporate Services Officer, ensure the timely publication of the Association's Annual Report.
32. To prepare, for Board approval, the Department for Communities' Annual Regulatory Standards Return.

Policy And Strategy Development

33. To support the Chief Executive & Board in the development of the Association's Corporate Strategy and Business Plans.
34. To develop, maintain and implement all financial and corporate services policies as required, and present new policies for Board / Committee approval as required.
35. To ensure training and development is provided to finance and corporate services staff on policies and procedures as required.



Communication & Management

36. Establish good working relationships and effective communication with all internal and external stakeholders, and provide strong and confident leadership, management, and mentoring to the finance and corporate services team.
37. Demonstrate an inclusive style of management which motivates staff, develops commitment, encourages innovation, and builds positive relationships.
38. Demonstrate a high level of personal integrity and maintain professional standards throughout the corporate services function.
39. Monitor performance on an ongoing basis, intervening promptly and sensitively where expectations are not being met, providing coaching and support as required.
40. Ensure the learning and development needs of Departmental colleagues are identified and met.
41. Liaise with our external HR Service as required on the management of absence, conduct, and employee relations and oversee disciplinary, grievance and complaint investigations as required and participate in recruitment panels.
42. To represent Ark Housing Association at conferences, seminars, Board & Committee Meetings and other such events as required and which may involve occasional evening and weekend working.
43. To uphold the values of the Association, its equality policy, and code of conduct at all times.

General

44. To adhere to Ark Housing's Equal Opportunities Policy.
45. To maintain at all times strict confidentiality in all matters, especially when working with the Board, Committees and the other members of the Senior Executive Team.
46. To comply with Ark Housing's Health and Safety Policy and statutory requirements.

This job description is provided for illustrative purposes only and does not encapsulate the full breadth of duties and responsibilities of the post-holder.

The successful candidate will be required to carry out any other reasonable duties as required by the post and as directed by the Chief Executive, and as appropriate to the grade of Director.

DIRECTOR OF FINANCE & CORPORATE SERVICES

(PERSONNEL SPECIFICATION)

EXPERIENCE Candidate's must demonstrate 3 years' post-qualification experience from the previous 5 years in each of the following areas where designated Essential:	Essential (E)	Desirable (D)
Preparation of financial statements in accordance with UK Generally Accepted Accounting Principles (GAAP), FRS 102	E	
Preparation of management accounts	E	
Management of accounting and costing systems, payroll systems and financial performance reporting systems	E	
Preparation, management, and monitoring of budgets and financial business plans, and the allocation of resources	E	
Identification and management of financial risk	E	
Production of clear and accurate financial reports, including treasury reports to set deadlines, intended for presentation to a senior management team or committee or board	E	
Leading and managing a team	E	
The development or review of Financial Policies/Procedures	E	
Managing Contracts		D
A working knowledge of SAGE Finance and payroll systems		D
A working knowledge of public sector Government, and/ or third sector accounting		D
A working knowledge of the Department for Communities social housing regulatory framework		D
Experience of Reporting to Boards or Committees		D
Experience in strategic development and business planning as part of a senior management team		D

QUALIFICATIONS	Essential (E)	Desirable (D)
Hold a professional accountancy qualification (ACA, ACCA, CIMA, CIPFA, or equivalent)	E	
Hold a Leadership & Management Qualification		D
Membership of a Relevant Professional Body		D

SKILLS & ABILITIES	Essential (E)	Desirable (D)
Excellent communication skills with a strong ability to influence a range of individuals and stakeholders	E	
Excellent customer focus to effectively address the needs of internal and external customers	E	
Strong organisational skills to work in a pressurised environment, prioritising workloads to meet targets and achieve results	E	
Effective interpersonal skills, with the ability to build relationships and negotiate with others	E	
Ability to think creatively and be able to drive to the continuous improvement of services	E	
Proven negotiation, analytical and problem-solving skills	E	
Strong IT skills with demonstrable proficiency in MS Office	E	

SELECTION TIMETABLE

The closing date for completed applications is **4pm on Friday 21st April 2023**. Applications should be sent by email to: recruitment@arkhousing.co.uk

Responses will only be accepted on the relevant application form. **Please note that CVs will not be accepted.**

The shortlisting process is envisaged to take place week commencing 24th April 2023 with successful applicants invited for an interview to be held during week commencing 15th May 2023. Further details will be provided to those candidates invited to participate in this stage of the process.

In the event that a candidate is invited to interview but is unavailable on the proposed date and time due to reasons beyond their control, the panel may endeavour to accommodate an alternative arrangement subject to their own availability, although this may not be possible and is not guaranteed unless an adjustment is required in accordance with the Disability Discrimination Act 1995.

Demonstration Of Competencies

Candidates will be required to demonstrate during the selection and assessment process that they satisfy the core requirements of the post as set out in the job description and person specification.

Selection Process

The process that is envisaged for the selection and assessment of the Director of Finance & Corporate Services is as follows:

1. An unseen presentation based on a topic to be provided on the day
2. A competency based interview



GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM

It is important that you read these notes carefully before you complete the application form.

Job Description And Personnel Specification

The Job Description and Personnel Specification will assist you in deciding whether you meet the essential criteria for this position. Please remember that the Association reserves the right to increase the criteria used for the short listing of candidates to be selected for interview without further notification. You should use the job description and personnel specification to help you consider your relevant experience, qualifications, skills and abilities and ensure that you outline how you meet those requirements when completing the relevant section of the application.

Short Listing Candidates

Candidates will be selected solely on the information provided in the application form therefore you should ensure that you answer all sections fully.

Confidential Equality Monitoring Form

To comply with our obligations under Equal Opportunities and Fair Employment legislation we are required to monitor our recruitment exercises in order to ensure that our recruitment policies and procedures are effective. All applicants are therefore required to complete the Equal Opportunities Form associated with this application.

You should ensure that you complete the Equality Form and return it in a separate envelope addressed to the Equality Officer and marked Private & Confidential or by email along with your completed application form to: recruitment@arkhousing.co.uk

We will not use data from our equal opportunities monitoring form as part of the selection process.

Supporting Documents

Documentary evidence will be required if you are short listed to attend for interview. This will include photographic identification e.g. passport, driving licence or other form of acceptable ID.

Copies of your educational qualifications, professional membership and any other documents required to support your application will also be required. You may bring these documents to the office with you on the day of your interview and staff will arrange to copy them for you. Please note that all documents provided must be originals.

Disclosure Of Criminal Records

All applicants must complete this section of the form fully and where criminal convictions are disclosed details must be provided of the offence(s) of which the applicant has been convicted and any relevant details relating to the offences.

You should note that Ark Housing are required to carry out checks on all persons being considered for employment with the Association through the Access NI scheme.

Data Protection

All information provided by applicants will be used solely for the purposes for which it is required in this recruitment exercise and will not be disclosed to others except where we are obliged to do so in accordance with the provisions of the General Data Protection Regulations.

Equality Of Opportunity

Ark Housing is an Equal Opportunities Employer and we welcome applications from all sections of our community. Arrangements can be made for those applicants who require additional support or assistance because of a disability or other consideration which may hinder them in this application process. If you require such assistance, please contact Annemarie Carleton at this office on **Tel: 028 90 752310** or **Email: recruitment@arkhousing.co.uk**

General Points

The application form, if completed by hand, should be completed in black ink and must be legible. If submitted by post, please make sure that you leave plenty of time for your application to be received by the closing date & time. Please remember that **late applications will not be accepted.**

Ensure that you have signed and dated the application form.

Do not send any supporting documentation with this application form. We may ask for such documents if your application is successful and you are short listed for interview.

Please ensure that you have the permission of your nominated referees to act on your behalf and that they agree to provide you with a reference.

Canvassing on behalf of your application will disqualify your application.



Contact Us:

PHONE: 028 9075 2310

EMAIL: info@arkhousing.co.uk

ADDRESS: Ark Housing Association
Unit 1, Hawthorn Office Park
43 Stockmans Way
Belfast BT9 7ET

 www.arkhousing.co.uk

 twitter.com/arkhousing

 facebook.com/arkhousing



If you require this information booklet in an alternative format please contact Sunita Chada, Corporate Services Officer at

 **028 9075 2310**  **sunita.chada@arkhousing.co.uk**