Role Profile

Finance Team Manager

Finance, Data & Digital Directorate

Reporting Structure	Reporting to Director of Finance
Salary Band	**Band H – £40,409 - £46,856** Appointment to the salary scale point will be dependant upon skills and experience. Salary progression will occur annually on an incremental basis provided delivery of role requirements are demonstrated.
Contract & Hours	Permanent - 35 hours per week, Monday - Friday. (9am - 5pm each day with 1 hour lunch break)
Workbase	**Home based,** with a requirement to regularly attend in person meetings and training events in Dumfries and other locations across the region. Loreburn reserves the right to appoint a notional base. A dedicated home workspace with reliable internet connectivity is essential. Loreburn will provide all necessary IT equipment, including financial help to set up a comfortable and productive workspace.
Line Management	Staff as assigned within the Finance Team

Role Summary

The postholder will provide leadership and support to Finance colleagues and the wider business. Supporting the Director of Finance to ensure the setting and managing of budgets, treasury management, analysing financial information, preparing management and annual accounts. You will also be required to:

- Take responsibility for service delivery, demonstrating high levels of accuracy and attention to detail and numerical proficiency.
- Coach the team to ensure they are efficient, proactive and progressive in the ways of working to build capacity, knowledge and growth.
- Be confident in making key decisions and resolving disputes.
- Maintain the ability to perform under pressure, manage a substantial workload, and meet competing deadlines.

- Continuously improve systems and processes to ensure a modern and progressive finance team.

The position requires a highly organised individual, who is a self-starter and has a high level of accuracy, attention to detail and who can adapt to changing priorities. Being comfortable with the degree of autonomy and lone working the role entails is important, whilst also working effectively within a team environment.

Our Service Commitment

Delivering a great tenant and customer experience runs through all we do at Loreburn and this extends to our internal colleagues. We prioritise taking ownership of issues, focussing on effective solutions, and applying the tools and techniques from our globally recognised MGI customer service training programme. It is essential that the postholder shares this commitment, helping us ensure an exceptional service experience for everyone we connect with.

We take pride in taking ownership of issues, focusing on effective solutions, and applying the principles of our MGI customer service training to deliver consistently high standards. Whether resolving a tenant query, supporting a colleague or leading a team, we are all responsible for creating an experience that feels responsive and solution focused.

This means we:

- Demonstrate care and professionalism in our interactions
- Use initiative to resolve issues and avoid unnecessary delays
- Take personal accountability for the quality of service provided
- Apply learning from our MGI training to enhance service experience
- Work together to deliver joined-up services and support
- Are proactive in improving services and sharing good practice

Regardless of role, this commitment underpins how we work. For those in leadership and management roles, it also means creating the conditions for others to succeed: modelling our values, leading by example and ensuring teams are equipped and empowered to deliver an exceptional service experience for everyone we connect with.

Key Responsibilities

This role profile is not intended to be exhaustive and may not encompass all tasks and responsibilities. Any other tasks or responsibilities required of the role will be appropriate to the role and salary grade.

- Lead the Finance Team providing a coaching style of line management to encourage self-management and one which empowers the team to deliver great results, addressing performance concerns as necessary and in a pro-active manner.
- Work to agreed budgets, ensuring value for money and delivering efficiencies where/when required
- Ensure accuracy, quality and security of finances
- Ensure robust quality assurance and governance practices are in place across all areas of responsibility, maintaining clear audit trails and evidencing compliance.
- Continually improve Finance ways of working in conjunction with LET and Committee
- Keep policies and procedures (in conjunction with LET and Committee), up to date
- Ensure smooth running of finance software, systems and documents
- Problem solve when there are financial challenges
- Deliver service within agreed operational KPIs and parameters and ensure that these are up to date and fit for purpose
- Develop a culture in the Finance Team to include continuous improvement and the use of technology to deliver innovation.
- Control and develop budgets and spending plans
- Prepare and submit key financial returns to the Scottish Housing Regulator
- Attend meetings on behalf of Director of Finance as required.

Role outputs - Finance Service

- Manage and improve performance across the range of key performance indicators.
- Be responsible for budget setting, control and sound budget management
- Ensure excellent financial information is available for the Executive Team and management committee and play an active role in the management team
- Deliver value for money
- Step in and help cover routine finance tasks as necessary when there are shortages or gaps
- Deliver continuous improvement in performance (self and others)
- Lead by example and be an effective role model
- Assist in business planning
- Prepare annual accounts for audit together with full set of working papers
- Oversee the preparation of quarterly management accounts
- Ensure appropriate insurance cover
- Ensure effective treasury operations

- Support the Director of Finance to deliver on risk management and internal/ external audit requirements
- Annual update to long term financial projections model
- Ensure effective internal controls.
- Review and update financial regulations and procedures
- Prepare annual treasury management report and strategy
- Support the Director of Finance to ensure that we deliver an effective finance service that supports the delivery of our operational services. The services include our landlord functions, procurement, asset management, partnership working and ensuring our finance policies are understood and delivered.
- As required you will support the Director of Finance in the preparation of committee information and attend as necessary the Audit and risk sub committee.
- Support the Director of Finance in the delivery of annual accounts for AGM etc.
- Comply with all SHR and legal requirements
- Act ethically and with integrity, taking account of the employee code of conduct and lead by example
- Support the Director of Finance in ensuring projections and loan portfolio returns are made to SHR
- Be flexible and respond to dynamic and changing needs of the organisation

Line Management

- Driving empowerment amongst your direct reports enabling them to diagnose and solve problems relevant to their area of specialism – driving forward a positive service experience.
- Building a high performing team whose priority is customer service and a team who are proud of the work they do, being prepared to think outside the box and ensuring the quality of work being delivered is of a high standard.
- Undertake Informal/Formal Reviews with direct reports.
- Monitor timekeeping and ensuring a healthy worklife balance is maintained.
- Deputise as required for the Director of Finance

Person Specification

Category	Requirement	Essential or Desirable
Qualifications	A good standard of Education of degree level or equivalent preferably in Accounting or finance related discipline.	E

	Leadership qualification ILM level 3 Certificate or equivalent relevant leadership experience.	E
	Professional Accounting membership (ACCA, CIPFA, CIMA) or working towards with good experience.	E
Knowledge & Experience	Demonstrate knowledge of financial regulations and governance.	E
	Accounting systems and internal audit knowledge.	E
	Risk management and insurance practices knowledge.	E
	Proven ability to think strategically in a management role.	D
	Finance management experience of at least 3 years.	E
	Experience of budgeting, production of quarterly management accounts and statutory returns.	E
Abilities, skills and attitude	Problem solving ability, seeing things through, being a team player, ambassador and coach/mentor.	E
	High level of attention to detail to produce accurate work.	E
	Demonstrates professional integrity, personal accountability and sound judgement, taking ownership for organisational decisions.	E
	Excellent time management and organisation skills with ability to plan tasks and workload.	E
	Have confidence in taking a proactive approach to problem-solving and decision-making.	E

	Strong interpersonal skills communicating clearly and effectively. The ability to present and explain complicated concepts and processes in plain English to colleagues and all stakeholders.	E
	Financial analysis and reporting skills.	E
	Self-motivated with the ability to work autonomously and with minimal supervision and to be comfortable with the degree of independent working the role entails.	E
	Demonstrable commitment to Loreburn's core values.	E
	Ability to understand and work towards clearly defined performance objectives.	E
	Proficient in Excel with ability to build to intermediate level.	E
	Understanding of Charity accounting and OSCR requirements.	D
	Adequate internet connectivity from home and a suitable space to work from that can be productive, private, and comfortable.	E
General	A flexible approach to working hours and location is essential owing to the occasional need to attend evening or weekend meetings/events/travel across the region.	E
	Current valid UK driving licence, access to a vehicle for work purposes and the ability to attend events, meetings and to work from a Dumfries base when required.	E

An Experian check will be required for this role.

Summary of Key Terms & Conditions

- **Hours:** 35 hours each week – working Monday to Friday
- **Annual Leave:** 8 weeks including allowance for public holidays.
- **Pension contributions:** 5% employee contribution and 8% employer contributions with additional option for salary sacrifice.
- **Probationary period:** 6 months
- **Access to broadband** and an adequate space to work from is required of this post

We believe that a healthy work-life balance is essential to the overall health and wellbeing of our people. Alongside some great terms and conditions we offer a range of benefits designed to support everyone at Loreburn, both in and out of work.

Benefits

- Flexible working options
- Employee discounts
- Family friendly policies
- Westfield Health cover and cash plan
- Health and wellbeing initiatives
- Paid volunteering days
- Learning and development culture

Loreburn's GREAT Values

Our GREAT values define who we are and guide all that we do. They reflect our commitment to our tenants and shape our interactions and ways of working -

We believe our values create a positive and inclusive environment where we can deliver GREAT services and GREAT places to live.