

**Director of Finance**  
Recruitment Pack

*May 2022*

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## Your Application

Thank you very much for your interest in this post. On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

In order to apply you should submit:

- ◆ An up-to-date CV which shows your full career history – we recommend that this is no longer than three pages;
- ◆ A supporting statement explaining why you are interested in this role, detailing how you are a good candidate for this post and how you fulfil the person specification – we recommend that this is no longer than three pages;
- ◆ The completed compliance form;
- ◆ The completed equal opportunities monitoring form;
- ◆ The completed UK GDPR applicant consent form

Please note that applications can only be considered if all the documentation is complete.

Please send your application, preferably in MS Word format by email to: [angela.green@rapporthc.co.uk](mailto:angela.green@rapporthc.co.uk).

### Key Dates

**Closing date for applications:** Tuesday 21st June at 4pm

**Shortlist date:** Thursday 23rd June

**Psychometric test date:** Applicants to receive these by Friday 24th June, must be submitted by Monday 27th June

**First stage interviews:** Monday 11th July

**Second stage interviews:** W/C Monday 18th July (exact date TBC)

To avoid your submission being treated as spam, please use a secure email address from which to send your application, and refer to the role and organisation in the header.

Please do call me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards,

**Leon Steer**

*Chief Executive*

📧 [Leon.Steer@rapporthc.co.uk](mailto:Leon.Steer@rapporthc.co.uk)

☎ 01634 729 163

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### Our Philosophy

We want everyone who meets us, no matter in what context, to experience our friendly, caring, compassionate philosophy, which runs through our whole organisation. We are a leading housing and care provider in the south-east, flexible and responsive to the needs of people in later life.

### Our Values

- ◆ Compassion: behaving in a manner that treats people with respect and dignity, listening to what they say and responding;
- ◆ Openness: Offering high quality services that are adaptable, flexible and that meet the changing needs of service users in a manner that offers genuine choice;
- ◆ Integrity: acting at all times in an honest and straightforward way with all those with whom we come into contact;
- ◆ People focussed: reflecting the ethos inherent in the organisation's philosophy.

## Our Executive Team



**Leon Steer**  
**Chief Executive**  
*Chartered FCIPD*



**Tina Levett**  
**Director of Operations**  
*BSc (Hons), Pg Cert EDM, ACIEH, FInstLM*

## Our Board Members



**Steve Kemp**  
**Chair**



**Tony Searles**  
**Vice Chair**



**Gillian Forsyth**  
**Trustee**



**Natalie Pieri**  
**Trustee**



**Paul Fennell**  
**Trustee**



**Robin Caven**  
**Trustee**



**Tim McDermott**  
**Trustee**



**Shelinder Bhurji**  
**Trustee**

## Job Description

**Job title:** Director of Finance

**Responsible to:** Chief Executive

**Directly responsible for:** Finance team, property team and IT team

### Job Purpose:

To be responsible for the overall performance of the finance, property and IT teams, take the lead for strategic financial management, IT and property development for the organisation, ensuring its long term financial strength and viability, and make best use of the organisation's resources, IT systems and property assets. To lead on risk management and co-ordinate the effective management of the process. As a member of the executive team, contribute to corporate decision making and take responsibility along with executive colleagues for the wider activities of the organisation.

### Key responsibilities

#### A Finance and Administration

A1 Oversee the work of the finance team to ensure their effectiveness in delivering high quality services to internal and external clients.

A2 Review and improve as necessary the existing financial structures, practices and controls to ensure that these remain appropriate and in line with best practice and in accordance with guidance that may issued by the regulatory authorities.

A3 Oversee the preparation of monthly management accounts including the monitoring of budgets and the presentation of performance indicators developing this work to improve the quality, timeliness and value of information given.

A4 Investigate any budget variations, cost over runs and management queries.

A5 Ensure that the statutory accounting records of the organisation are maintained to a high standard and meet all statutory, regulatory and good practice requirements.

A6 Act as the main point for and work closely with the organisation's auditors (both internal and external) to ensure the timely publication of annual accounts.

A7 Oversee the processing of the monthly payroll by ensuring that the processes and systems are fit for purpose.

A8 Support and liaise with non-financial managers, staff and volunteers to ensure sound financial decision-making and compliance with controls throughout the organisation.

A9 Ensure that the administrative structures of the organisation facilitate the provision of a service that is resident focused.

A10 Promote and foster a culture of continuous improvement within the finance, IT and property teams.

A11 Be able to complete and submit annual online statutory and regulatory returns.

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### B Property & Development Asset Management

B1 Produce, implement and maintain a viable and effective asset management strategy.

B2 Oversee all property development activities within the organisation supporting/advising the CEO and trustees to deliver the in progress and future business models.

B3 Liaise with Homes England and other organisations to bid for grant funding.

B4 Manage the property team to ensure regular maintenance and the periodic upgrading of the organisation's buildings and premises.

B5 Oversee the programme for repair, refurbishment, redesign and upgrading of the buildings.

B6 Ensure all aspects of the buildings' services, specialist services, fire precautions and health and safety.

B7 Ensure all property certificates and licences under relevant regulations are current.

B8 Represent the property & development department at board meetings, providing reports and papers.

### C Information Technology (IT)

C1 Oversee the work of the IT Team to ensure their effectiveness in delivering high quality services to internal and external clients.

C2 Deliver the organisation's IT vision and translate it into actionable goals.

C3 Direct the sourcing and implementation of new software and hardware.

C4 Formulate and implement business continuity and disaster recovery plans.

C5 Coordinate IT activities to ensure the availability of network services and data.

C6 Identify future challenges in the IT landscape and develop mitigation strategies.

C7 Oversee departmental budgeting and forecasting within the organisation.

C8 Direct IT staff recruitment and directly supervise employees.

C9 Identify security vulnerabilities and eliminate them with strategic solutions.

C10 Identify and recommend new technology solutions.

### D Senior Management / Strategy

D1 Provide active participation as a member of the organisation's executive team, advising other senior colleagues on financial, IT, property, development issues and bring a finance specialist's perspective to the team.



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D2 Play a key role in seeking sources of funding and grant-aid and acting as an ambassador for the organisation in discussions with actual and potential funders, donors and grant bodies.

D3 To lead the production of the organisation's business plan, budget and capital programme.

D4 Plan and monitor the organisation's cash flow to ensure that the organisation continues to build its cash reserves and is able to finance future capital developments.

D5 Develop a methodology for costing the organisation's services in order that the management team may have confidence that a full recovery of costs is taking place.

D6 Carry out appraisals of new projects and developments to assess their financial viability.

D7 Act as the main point of contact within the organisation for the Regulator of Social Housing and Homes England for financial and property development matters.

D8 Lead on the development of the organisation's risk management strategy, to provide assurance to the board that appropriate action has been taken to minimise the likelihood of risk events occurring and minimise the impact should they occur. To alert the executive team, risk & audit committee and the board of any high risks promptly.

D9 Lead on the development and implementation of the organisation's value for money strategy.

### E Trustees

E1 Advise the chief executive and board of trustees on appropriate financial, IT, development and property management strategies.

E2 Oversee the external audit process and act as the key contact for external and scheme auditors.

### F External Relationships

F1 Oversee the negotiation of contracts with suppliers to ensure value for money.

F2 Undertake negotiations with the organisation's major purchasers over activity and price levels.

F3 Liaise with the organisation's bankers to ensure the useful employment of surplus funds, the availability of loans and the best possible interest rates.

F4 Oversee the provision of finance-related monitoring returns and any other relevant information to regulatory organisations.

F5 Manage and develop the relationship with external regulators associated with this post.

### G Other Responsibilities\*

G1 Support the organisation's values and positive workplace behaviours plus the strategic objectives within the context of the duties of the post.

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G2 Support and adhere to the organisation's policies on the equality and diversity including its service users, staff and volunteers.

G3 Comply with the requirements of the Data Protection Act and associated legislation insofar as they relate to the duties of the post.

G4 Ensure compliance with good risk management practice.

G5 Adhere to the organisation's health & safety policy.

G6 Comply full at all times with the whistle blowing policy, the code of conduct for staff and other associated policies relating to conduct at work.

*\*Common to all staff*

### Person Specification

#### Qualifications

- ◆ Degree level or equivalent
- ◆ Professional accounting qualification e.g. ACCA, CIMA, CAEW
- ◆ Business planning and financial modelling

#### Knowledge

- ◆ The political agenda and current operating environment for social housing and social care providers for older people
- ◆ Accommodation and care markets for older people
- ◆ Relevant and required legislation and regulation, including the requirements for social housing and registered charities
- ◆ Best practice approaches to delivery of finance services to an organisation
- ◆ Finance and social housing IT systems

#### Experience

- ◆ Strategic management and delivery of finance activities for an organisation (including business planning, treasury management, negotiating loan portfolios, working with external auditors, managing corporate risk, etc.)
- ◆ Strategic asset management including development and making grant applications to Homes England
- ◆ Strategic management of IT
- ◆ Operating as part of a leadership team, and managing a staff team
- ◆ Developing and implementing strategies
- ◆ Developing and leading on change management activities
- ◆ Providing expert advice to board members / stakeholders
- ◆ Delivering a high performing service
- ◆ Communicating, negotiating, and influencing a wide range of internal and external stakeholders
- ◆ Building strong working relationships with internal and external stakeholders/partners
- ◆ Controlling budgets

#### Personal Qualities

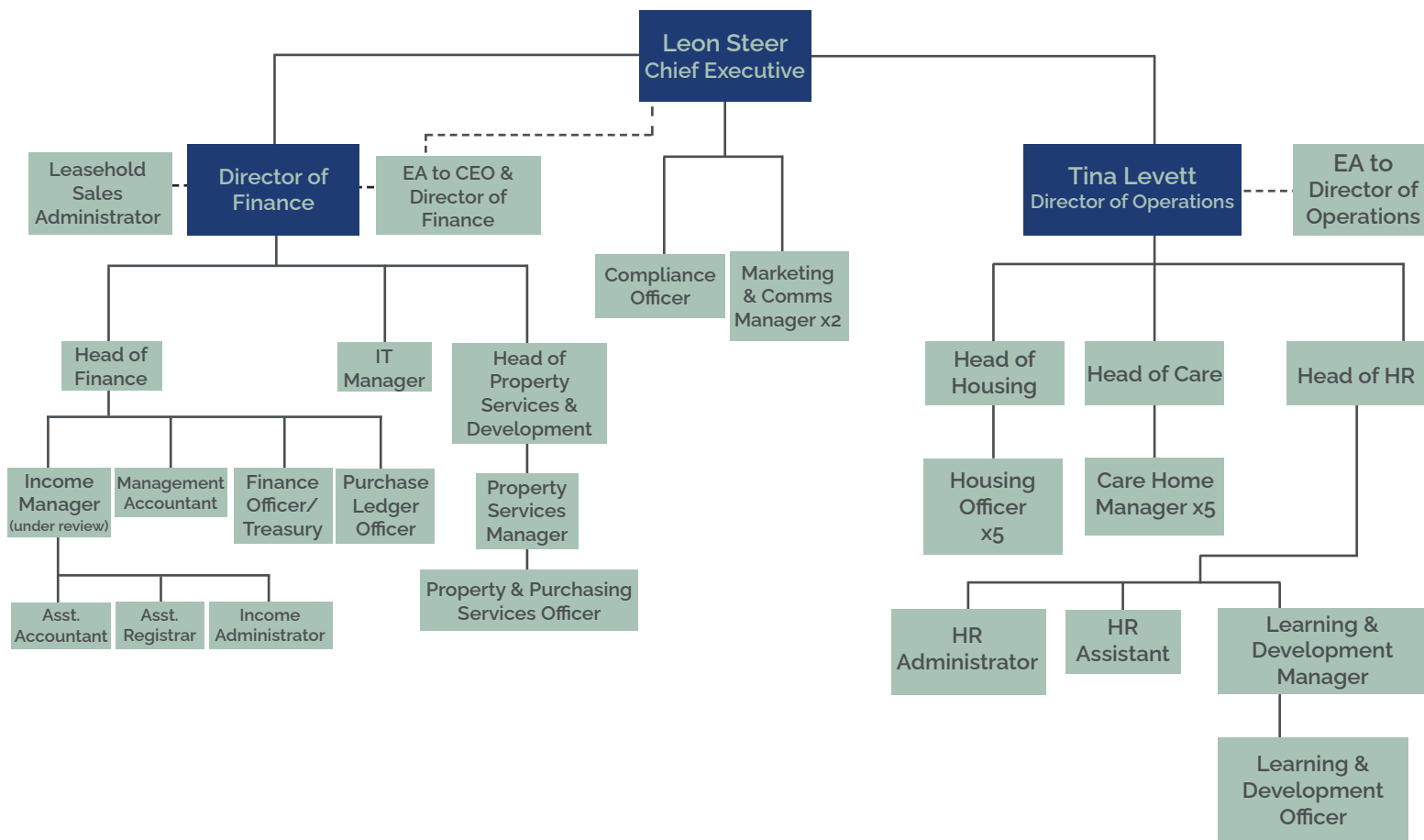
- ◆ Leads, motivates and develops staff, acting as a role model
- ◆ Thinks commercially and can provide strategic business insight
- ◆ Thinks strategically and is able to solve complex problems
- ◆ Takes a proactive, performance focussed-approach
- ◆ Has integrity and accountability and is focussed on delivering effective outcomes
- ◆ Represents and promotes the organisation's mission and values
- ◆ Is a confident decision-maker
- ◆ Excellent written, verbal and numerical skills

#### Other:

- ◆ Committed to the organisation's values and positive workplace behaviours

## Structure Chart

### Organisation Structure



### Board and Sub Committees





## Director of Finance

Salary: £85,000 to £90,000

**Benefits:** Pension - 10% of basic salary contribution to scheme of choice, private medical insurance (BUPA), death in service (3 x final pensionable salary), on-site parking, hybrid working (up to 3 days out of 5 working from home subject to needs of the organisation)

**Location:** Cuxton / Hybrid (a quiet village near Rochester in offices overlooking the River Medway)

**Closing date:** 21st June

Rapport Housing & Care is a registered charity and housing association that was established 55 years ago to provide housing and support for older people. It has grown considerably and the organisation now offers care homes along with supported and extra care housing across Kent. In addition to this, it is currently delivering a £50M development programme providing extra care housing schemes and an exciting business plan along with immense determination to do more.

Responsible for the overall performance of the Finance, Property and IT teams, the successful applicant will also take the lead for strategic financial management, IT along with property development for the organisation, ensuring its long term financial strength and viability plus make best use of the organisation's resources, IT systems and property assets. To lead on risk management and co-ordinate the effective management of the process. As a member of a small executive team, contribute to corporate decision making and take responsibility along with executive colleagues for the wider activities of the organisation.

Fulfilling the expectations of most of the job description and person specification, candidates must have worked in social housing or other relevant industries, with experience managing a finance team. It is also important they previously held a senior management position with regular exposure to the Executive Team. Professionally qualified e.g. ACCA, CIMA, CAEW, you will be a strategic thinker plus be resilient and a positive communicator, with the ability to implement change. In addition to this, you must be able demonstrate at interview how you would satisfy our organisation values and positive workplace behaviours.

*Subject to proof of Eligibility to Work in the UK, satisfactory Enhanced DBS clearance, satisfactory references and medical clearance.*

*Rapport Housing & Care values the diversity that exists in all our communities and works towards this being reflected in our workforce.*

*Rapport Housing & Care is a registered charity 254140, Housing Association H2362, Company 908333.*

# Rapport

HOUSING & CARE

