



## FINANCE MANAGER

### JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>Job Title:</b>	Finance Manager
<b>Reports To:</b>	Chief Officer
<b>Responsible for:</b>	Cwm Taf Care & Repair Finance
<b>Hours:</b>	Full Time 35 Hours
<b>Salary:</b>	£42,114 per annum

#### Who is Cwm Taf Care & Care?

Care & Repair is the older persons champion in Wales and actively works to ensure that all older people have homes that are safe, secure and appropriate to their needs. Cwm Taf Care & Repair is a not for profit organisation that is a wholly owned subsidiary of Cynon Taf Community Housing Group. The agency is funded by Welsh Government, Rhondda Cynon Taf County Borough Council, Merthyr Tydfil County Borough Council and Cwm Taf University Health Board. Our role is to provide a free support and advice service for older and disabled people that assists the clients choice to remain living in their home. A client led, individually tailored package of support will be identified and delivered by an experienced team of Case Officers, Technical Officers & Handyperson team with the aim of ensuring clients remain in their own homes with greater independence, warmth, security and safety

#### Main Purpose of the Role

The Finance Manager will be responsible for the overall finance running of the organisation in line with the groups legal and statutory compliance providing excellent finance and business service to Cwm Taf Care & Repair.

You will manage the day-to-day finance running of the organisation ensuring statutory returns are submitted in line with funding requirements minimising financial risk at all times. You will be responsible for ensuring performance and management reports are accurate to be able to present accurate reporting information and analysis to all stakeholders, including drafting and presenting reports to the Board and Committees.

The postholder will ensure that our strategies, plans and resourcing for Finance are fully aligned to our ambitions and offer consistently high-quality services across the organisation. As well as playing an active role in delivering our strategic objectives, the postholder will be pivotal in supporting and protecting our financial sustainability.

The Finance Manager will have a key role in supporting the Chief Officer and Group Director of Finance and other members of the leadership team to achieve overall business aims.

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They will promote and develop a learning culture within the Directorate, that is open to constructive feedback and challenge, and seek views from peers to ensure that services, particularly financial support services continue to meet the needs of internal and external service users.

#### **Key Responsibilities**

1. To provide management responsibility for finance requirements of the organisation
2. To be strategically responsible for invoicing and monitoring for Core and RRAP (Rapid Response Adaptations Programme) functions delivered by the agency as set out in Service Level Agreements from Welsh Government and Local funders. Our RRAP service is a national programme funded by Welsh Government that enables Care & Repair agencies to support Health & Social Care to provide interventions to older people to be discharged home from hospital safely or to prevent hospital admissions.
3. To be strategically responsible for invoicing and monitoring for all local funded services that include Cwm Taf Morgannwg University Health Board, Rhondda Cynon Taf County Borough Council & Merthyr Tydfil County Borough Council as set out in Service Level Agreements from Welsh Government and Local funders.
4. To provide quality support to the Chief Officer and Group Director of Finance on funding applications and including attendance at Operational Management, Audit & Risk and Board meetings within the group.
5. High quality support to the Chief officer and Group Director of Finance to ensure that our financial and business planning, internal audit, risk management and reporting arrangements are robust, accurate and timely.
6. Ensure statutory, legal and regulatory financial reporting duties for Care & Repair and its activities are fulfilled
7. Effective maintenance of financial ledgers - purchase ledger, debtors ledger, cash ledgers, etc.
8. Work with the groups finance team in the production of accurate and timely management account reporting to internal and external stakeholder of the agency within given timescales.
9. Delivery of information to support the year end account process for preparation of statutory accounts and audit review within reporting timelines.

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10. To deliver operational and strategic objectives and manage risks as identified in the corporate plan and risk register.
11. To work with fellow members of the management team to ensure that the agency's business plan and delegated authority are followed.
12. Establish and maintain an effective working partnership with our Management Team:
  - Continued monitoring of performance to ensure capital budgets are delivered.
  - Scheme reporting as part of the Management Team
  - Responsible for financial information required for WG grant applications
  - Responsible for submitting invoices and claims to funders in a prompt manner
13. Preparation and delivery of the annual revenue and capital budgets for Cwm Taf Care & Repair with emphasis on staff and board involvement in contributing to our corporate responsibilities.
14. Support the preparation of budget reports within specified timescales ready for presentation to committees within the group for approval.
15. Support the organisation to develop and strengthen its social enterprise model ensuring income generation is achieved to support the organisation
16. Provide support to the Chief Officer & Group Director of Finance in the annual review of SODA and Finance Regulations.
17. Working in Partnership with managers across the Group to effectively manage risk within the directorate and corporately by maintaining the strategic risk register, identifying new and emerging risks and embedding mitigating action within team activities.
18. Keep up to date with legislative changes relevant to the field of work and good practice initiatives which could be of benefit to the Agency's activities.
19. In conjunction with Senior Management Team, ensure the office is opened and closed appropriately as a responsible key holder.
18. Take personal responsibility within Organisational boundaries for the reasonable care of their own health and safety and that of others around them and co-operates with the Cynon Taf Community Housing Group on all relevant Health and Safety issues.
19. Any other relevant tasks or duties which are commensurate with the grade

#### Key Capabilities

- Excellent leadership skills and role models our values
- Effective line management
- Strategic understanding – risks and opportunities
- Manages own and others performance effectively
- Independent thinker
- Solutions focussed mindset
- Prioritises and delegates effectively, focusing on what matters
- Communicates and negotiates confidently and clearly
- Strong analytical and report writing skills
- Strong budget management skills
- Team player
- Strong customer and service improvement focus
- Builds and maintains effective relationships and networks

#### Person Specification

All our staff are expected to commit to and exhibit values, attitudes and behaviours that contribute positively to our vision and mission and the values set out in our organisational Values (see Annex 1).

#### Key Attributes

- Business skills – understanding of business operations, policies and processes advantageous.
- People skills – ability to understand, build relationships with and work productively with a broad spectrum of people and a strong understanding of political and organisational dynamics.
- Comfortable in ambiguity – at ease with the challenges in complex, changing situations and working with others who face similar challenges and new challenges.
- Balanced self-assurance – confidence in own abilities, able to provide friendly challenge, tempered with humility and the desire to improve and develop.
- Development oriented – constant focus on self-development and openness to new approaches and ways of working.
- Innovative and forward thinking
- Pro-active and flexible attitude – able to adapt to challenges and can work independently to deliver against agreed targets and outcomes.
- Highly organised with the ability to communicate confidently at all levels.
- Purpose-driven – with a passion for Cynon Taf and our mission, our purpose, our stakeholders, and our way of working together.

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- Strong negotiation and networking skills – experience of dealing with a range of stakeholders including WG, LA, Auditors.
- Skilled at forecasting and managing revenue and capital budgets.
- Strong customer focus - responsive and helpful attitude.

#### Technical Abilities

##### *Essential*

- Holds a professional Accounting qualification e.g. ACCA, CIMA, CAEW or equivalent
- Experience in the administration of VAT
- Strong staff management skills including setting standards and monitoring performance
- Senior level experience of managing operational finance activities (including working with internal and external auditors, managing corporate risk, statutory reporting etc)
- Experience in the support of managing and co-ordinating corporate and business planning cycles and stress testing
- Ability to work effectively as part of a management team
- Good understanding of ICT and how effective systems support the capacity and efficiency of organisations
- Builds effective relationships across a range of stakeholders, colleagues and peers
- Experience of supporting organisations and teams through change
- Experience of risk management and managing multiple workstreams effectively

##### *Desirable*

It would also be beneficial for the post holder to;

- Demonstrate continuous professional development
- Evidence effective strategy development and implementation
- Have an understanding of businesses processes and the role the Boards play in decision making processes.
- Have experience of managing a grant funded organisation
- Have the ability to communicate in Welsh

**Annex 1:**

**OUR VISION**

We want to be part of happy, healthy, and prosperous valley communities where everyone has a chance to live well.

**OUR PURPOSE**

We're here to provide great homes and support for the people who make up our communities.

**OUR COMMITMENT TO EQUALITY AND DIVERSITY**

Diversity is everybody's responsibility. We value and promote equality and diversity at all levels throughout the organisation.

**Our Values**

**PASSION** – We care passionately about what we do

**RESPECT** – We treat everyone with respect

**RESPONSIBILITY** – We take responsibility for our actions

**INTEGRITY** – We carry out our roles with honesty and sincerity

**EXCELLENCE** – We always do our very best

**Key objectives:**

- Supporting resilient communities
- Delivering excellent services
- Keeping people safe in their own homes
- Protecting our financial sustainability
- Investing in our governance, our people, and our systems
- Partnering with others to achieve shared goals

**Across all the priorities are:**

- Fairness and equality
- Value for money
- Reducing our environmental impact