

# Yorkshire Housing Role Profile



**Yorkshire  
Housing**

<b>Job title:</b>	Head of Financial Operations	<b>Leader of others:</b>	Yes
<b>Reports to:</b>	Director of Finance	<b>Contract type:</b>	Agile Homeworking
<b>Business Area</b>	Finance	<b>Budget holder?</b>	Yes

## Job purpose

To lead and manage all YH's financial processing, accounting, and tax activities for Yorkshire Housing along with the maintenance of effective internal controls. Ensuring statutory and regulatory compliance in all, including compliance with the Rent Standard.

To support the Director of Finance through their responsibility for all operational aspects of the organisations accounting and reporting functions. Also working closely with the Head of Treasury and Financial Planning and other key internal and external stakeholders.

To oversee and develop new and innovative approaches to drive continuous improvement with all aspects of the department's activities and support the implementation of the Company's Customer Obsessed Strategy

## Key responsibilities

### Leadership

- Lead, develop and manage the finance teams including, financial accounting, management accounting, accounts payable and receivable and rent and service charge teams.
- As part of the Finance leadership team, provide confident and clear leadership and direction.
- Collaborate with leadership colleagues across the wider business to develop and implement joined up plans that deliver our Business Strategy.
- Empower colleagues to find the best solutions and take forward our culture of innovation, flexibility and service excellence.
- Strive to continuously improve the efficiency and effectiveness of the Finance teams in delivering excellent customer experience and value for money.
- Ensure appropriate levels of assurance and confidence in plans and performance across your business areas to the Directors and Executive Team.

### Financial Management

- Prepare statutory financial statements, complying with accounting standards, and filing all documents to agreed timescales.
- Manage the annual audit of statutory financial statements.
- Lead period end closure processes and preparing monthly management accounts.
- Ensure suppliers are paid in a timely, accurate and efficient manner
- Ensure all rents received are posted in a timely, accurate and efficient manner
- Provide financial processing, accounting and tax advice and guidance to the company's managers and staff to enable them to achieve their objectives.
- Develop and implement a programme of checks and reviews, including an internal audit programme to ensure that the company complies with financial procedures and regulations.
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management and control within the company.

### Performance

- Ensure that the right, long-term performance measures are established and monitored across the Finance team to measure and deliver current and future performance outcome. Provide accurate reporting, analysis and corrective actions.
- Create and embed a strong performance culture and ensure that all colleagues have clearly defined accountabilities and objectives.

#### **Communication and engagement**

- Lead and manage clear and timely communications to your team and the wider business.
  - Form positive working relationships with the Executive Team, Directors and other Heads of Service
  - Actively network to create external opportunities and partnerships that support the delivery of YH's ambitions and interests.
- Own the relationship with external stakeholders such as tax advisors and external auditors.

**The above list of duties is neither exhaustive nor exclusive. The post holder is expected to undertake duties commensurate with the responsibility level of this post as directed.**

### **What you'll bring to the role**

#### **The main things:**

- Extensive senior level experience of financial management and accounting combined with an appropriate qualification and a genuine passion for developing creative new approaches to performance and growth.
- Commercial and astute, with the ability to see through complexity and lead the Financial Operations team forward.
- A pragmatic and balanced approach to business risk with a strong eye for detail.
- A credible and articulate leader and people manager, with experience of inspiring teams towards shared goals and delivering excellent service and high performance.
- A natural coach, able to lead and manage through others and develop the team and other colleagues to perform to their best.
- Confident, independent and effective decision maker.
- A sound understanding of the challenges facing the housing sector, and the regulatory and legal frameworks we operate within. An eagerness to continue to develop own skills and adapt to change.
- Personal values and approach that align with YH's values
- The ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues.

#### **Our values:**

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

**Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.

**Be curious** • Think differently • Ask questions • Keep learning.

**Make it happen** • Own it • Do it • Be empowered.

**Achieve impact** • Do things that matter • Deliver results • Show pride and passion.

**Have fun** • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.