**GREENOCK MEDICAL AID SOCIETY**

**JOB DESCRIPTION**

**DIRECTOR OF FINANCE**

Greenock Medical Aid Society is a charity providing care for older people through two care homes in Greenock with full nursing support at Bagatelle and Glenfield. The same high quality of care and standard of living is offered in each Home.  In partnership with River Clyde Homes a sheltered housing complex at Bagatelle Court is in operation.

Our values underpin all we do, shape who we are and how we work with one another, in our organisation and in the community

**Quality:** Strive for excellence in all aspects of our work

**Dignity:** Respect the unique worth of every person (that includes people who access our services, families, employees and volunteers)

**Justice:** Act with integrity, honesty, commitment and accountability in everything we do to ensure equity, fairness and transparency

**Team Work:** Foster an environment that encourages change, growth, trust in our organisation and in partnership with others, working together as one team

**The Director of Finance reports to the Chief Executive of the Association**

1. **Job Purpose**

The Director of Finance is the finance lead for the production of the monthly and annual Financial Statements for the Association and for all financial budgeting and planning. The Director of Finance delivers an efficient and effective finance function managing the control environment and ensuring optimum use of resources as part of reporting

In addition the Director of Finance actively participates in developing the Finance function by embracing new and innovative ways of working and continuously improving current practices to ensure the Finance function is appropriately equipped to improve the effectiveness of the Association. This will include development of internal financial controls, working with Operational staff and supporting the Chief Executive and Association Committees in maintaining an excellent overall control environment in the organisation

1. **Minimum Qualifications/education/Experience/Training/Knowledge**

**Formal Education/Training**

* Qualified Chartered Accountant (extremely desirable but not essential)

**Work Experience**

* Minimum five years relevant experience
* Understanding and experience of the Not for Profit sector (desirable)
* Experience of working with a diverse range of people
* Ability to motivate staff and relevant stakeholders
* Proven track record of meeting and exceeding targets

**Skills and Knowledge**

* Strong IT skills and experience of financial software packages
* Ability to prioritise and multi-task including demonstrable willingness to meet financial reporting deadlines

1. **Job Duties and Responsibilities**
   1. Planning and preparation of the annual budget for review and approval by the Finance Committee and Executive Committee. This will encompass a monthly monitoring of budget v actual together with a narrative explaining key financial movements. The budget forms part of the overall strategic plan of the Association
   2. Produce accurate, effective and timely monthly management accounts including detailed supporting schedules outlining key movements, challenges and opportunities thereby enabling the finance Committee and Executive committee to review actual performance compared with what was planned
   3. Preparation of rolling forecasts for the quarter ahead including P&L, Balance Sheet and Cash Flow supported by analysis of possible upsides/downsides to the forecasts
   4. Facilitate and support the Chief Executive in the preparation of project work, capital investments and associated funding and planning to ensure that all projects and investments operate on a sound financial basis
   5. Review and implement Finance policies and procedures which will encompass the creation, maintenance and monitoring of an internal control environment which will ensure the accuracy of the financial data presented. This will involve remaining vigilant for any errors, frauds, misrepresentations etc which could impact on financial data and the overall control environment
   6. Preparing financial statements for external audit and presentation to the Finance Committee and Executive Committee along with any supporting analytical data which will help better explain the financial data presented
   7. Provide proactive line management support for finance staff. This contributes to the development of the finance function in order to ensure it is appropriately equipped to meet the needs of the Association and that it embraces new and innovative ways of working and continuously improving
   8. Engage proactively with external advisers and business partners including our Bankers, auditors, solicitors and insurers ensuring that the services provided by them and information provided to them are delivered timeously
   9. Undertake ad hoc activity and provide ad hoc support to colleagues as required by the Chief Executive
2. **Key Competencies**

* **Judgement and Decision Making**
  + - You identify and focus on core issues when dealing with information/situations
    - You assemble facts, manipulate verbal and numerical information and think through issues logically and in a timely manner
* **Respect for Others**
  + - You support others with whom you work to work in ways that recognise and respect individual’s beliefs and preferences and acknowledge and respect diversity and difference
* **Building Relationships and Communications**
  + - You speak and write in a clear, articulate and impactful manner and actively listen
    - You manage and resolve conflicts/disagreements in a positive and constructive manner
    - You proactively engage with colleagues at all levels of the organisation and across other Departments and build strong professional networks
* **Management and Delivery of results**
  + - You take responsibility and are accountable for the delivery of agreed objectives
    - You successfully manage a range of different projects and work activities at the same time
    - You proactively identify areas for improvement and develop practical suggestions for their implementation and demonstrate enthusiasm for new developments/changing work practices and strive to implement these changes effectively
* **Planning and Organising**
  + - You create comprehensive plans to deliver on specific objectives and identify the resources required to achieve them
    - You plan ahead for busy periods, think ahead and attempt to identify potential problems which may arise and how to resolve them