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Senior Finance Officer (1 Year Fixed Term Contract) Recruitment Pack

Welcome to Ark:

We support people to live good lives, at home and in their community. Ark provides care, support and housing for adults with complex and enduring needs and their families, as well as general needs housing.

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Advertisement

Senior Finance Officer – 1 Year Fixed Term Contract

Location: Ark Head Office, The Priory, Canaan Lane, Edinburgh, Scotland, EH10 4SG

Salary: £33,888

Hours: 37

Reference: HO24/SFO

As part of the head office team, we exist to support Ark's mission as a major provider of Housing, Care and Support to people with long term and enduring conditions such as learning disability, mental health issues, dementia and autism. Our aim is to ensure that those who use our services get the very best out of Ark to enable them to live a good life.

As a Senior Finance Officer you will support the Finance Business Partners to deliver key financial and management information to the Care and Support (C&S) Management Team. You will build relationships with the C&S Managers, providing them with relevant information, allowing them to develop their financial understanding and manage their operations successfully. You will demonstrate an inquisitive nature, looking to provide narrative behind financial information such as explaining changes in income against budget, developing and producing monthly KPIs and leading on budget preparations across C&S.

Integral to this role is the provision of accurate and timely financial performance reports, forecasts and budgets. A positive and collaborative approach is required as you will work closely with colleagues within the finance team as well as across the wider organisation.

For an informal chat about the opportunity or our hybrid home/office working model please contact recruitment@arkha.org.uk to arrange a suitable time.

To apply, please visit – <https://www.arkha.org.uk/work-with-us/vacancies/>

You can also email us at recruitment@arkha.org.uk or call us on 0131 447 9027 to request a paper copy.

Closing date for applications is Friday 8th July 2022

Interview Dates: 14th July & 15th July 2022

Working towards equal opportunities and a diverse workforce.
Scottish Charity No. SCO15694



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Vision, Mission & Values

Ark is a not-for-profit organisation. We have a clear vision and mission that drive everything we do, and our values are rooted in civil and human rights.

Founded in 1977 by a group of Edinburgh parishioners to help a member of their congregation, we now manage over 400 properties across 13 Scottish Local Authorities and employ over 800 staff.

"We support people to live good lives, at home and in their community."

Some people require assistance to lead the life of their choice. For over forty years we have provided community-based care, support and housing for people with learning difficulties and others with complex and enduring needs. We also provide general needs housing.

We believe everyone should have the opportunity to lead a happy, healthy and safe life.

Our Vision –

"Inclusive communities where quality of housing and care enable people to thrive and live a good life."

Our Mission –

"Create the best possible customer outcomes through our highly skilled people, provision of high-quality affordable homes and excellent care."

Our Values –

At Ark, we believe in:

- **Trust-** We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.
- **Respect-** We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.
- **Understanding-** We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.
- **Equality-** We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.
- **Integrity-** We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.



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Job Outline

Senior Finance Officer

Purpose:

To support the Head of Finance with their responsibility for ensuring that Ark provides a Finance service of the highest standard which is responsive to the needs of supported people, tenants and Ark staff. In addition, you will provide support to the Head of Finance to ensure Ark's financial and operational objectives are met.

Your functional role is to support the Finance Business Partner to deliver key financial and management information to the Care and Support ('C&S') management team. Integral to this role is the preparation of accurate and timely management information.

The role of Senior Finance Officer reports directly to the Finance Business Partner.

Responsibilities:

Fact Finding and Analysis

- Responsible for investigating changes in income against budget and/or forecast with detailed explanations of variances.
- Responsible for maintaining and updating the income database for C&S customer hours, based on information provided by individual C&S services.
- Lead on the preparation of and issuing of all sales invoices.
- Adopt a customer service and solutions orientated approach when responding to queries from C&S management.
- Provide the first point of contact for C&S and Registered Managers in relation to any aspect of day to day financial queries or requests.
- Preparation of monthly management accounts for a number of specified C&S services, including detailed analysis and commentary.
- Responsible for producing monthly KPI's.
- Responsible for updating and maintaining establishment monitoring details, for use by HR/C&S teams for recruitment purposes.
- Significantly contribute to Ark's annual budget exercise and three forecast exercises by leading on the construction of individual service budgets and reforecasts, liaising with C&S Management to prepare insightful commentary on performance against budget/prior year, in advance of an overall C&S position review by the Finance Business Partner.
- Lead on stakeholder engagement with Local Authorities, including the production of financial monitoring forms for Local Authorities if applicable to each service.
- Responsible for the reconciliation of the sales ledger, allocation of cash, and chasing of outstanding debts to ensure amounts outstanding are minimised.



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- Responsible for the review of all service cashbooks and recharging of costs incurred on behalf of people we support.
- Develop C&S staff in the on-going management of in-trust bank accounts, including liaison with relevant banking staff.
- Responsible for accurate posting of all regular month-end journals, and production of balance sheet reconciliations.
- Liaise with internal and external auditors.
- Act as lead support for C&S Managers in the development of their financial understanding.
- Visit services as necessary to establish relationships with local management and to gain an improved understanding of service operations.
- Use initiative to balance conflicting priorities.

Innovation and Initiative

- Act as a key support person to the Finance Business Partner and Head of Finance on all Finance matters including preparation of management information and budgets.
- Apply a culture of continuous improvement in reviewing current processes and proposing enhancements to improve efficiencies and remove duplication of effort.
- Work on your own initiative, using professional judgement to make decisions, based on experience and practical understanding of Ark systems, policies and procedures.
- Effective problem solving ensuring problem definition, generation of alternative solutions, evaluation and selection of suitable solution and implementation.
- Advising on the financial thresholds for 'key' decisions where there is a requirement to do so.
- Identify and equip C&S and Registered Managers with the financial competencies and expertise needed to manage the business both currently and in the future.
- The post holder will be in contact with staff across services. This requires flexibility in the approach to tasks, and the post holder will need to exercise good judgement in setting boundaries in order to maintain good working relationships.

Interpersonal Skills

Internal

- Apply relevant statutory, regulatory and professional standards, both personal and organisational.
- Provide clear, authoritative and impartial professional advice and objective financial analysis and interpretation of the monthly management accounts.
- Develop and maintain collaborative working relationships with C&S Managers, Registered Managers, and other key stakeholders as identified.



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- Ability to negotiate in a positive manner and handle problem resolution activities proactively.
- Active listening skills targeted at dealing with C&S business issues.
- Take responsibility for continually developing self in order to maximise personal contribution to the job.
- Contribute to Finance team meetings chaired by the Head of Finance.

External

- Proactive approach to networking both inside and outside the organisation.
- Build relationships with Local Authority Finance teams ensuring any requests for information are addressed efficiently or escalated, as appropriate.
- Report any third party Finance system support service issues to the Finance Business Partner to ensure the system remains fit for purpose.

Leading and Developing People

- Role model a customer focussed culture within the Finance department, in line with Ark's values.
- Support the Head of Finance to provide an open culture, built on effective coaching and staff development.
- Promote effective communication within the Finance department, across the broader organisation and with external stakeholders.
- Apply strong project planning and process management skills.
- In collaboration with the Finance Business Partner, identify personal and technical development requirements.
- Routinely monitor and review the output from Finance Assistants (dotted line staff management responsibility).
- Coach and support Finance Assistants in both technical and personal development.
- Coach/advise C&S managers in the recording, analysis and interpretation of specific financial information.
- Promote high standards of ethical behaviour, probity, integrity and honesty.

Resources

Take all reasonable steps to ensure that:

- Budgets are constructed on the basis of reliable data of past performance and rigorous assessments of future resources and commitments, and that policies and priorities are evaluated in an open, consistent and thorough manner.



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- The accounting and financial information systems make available, at the relevant time to all users, the appropriate information for their responsibilities and for the objectives of the organisation.
- Responsible for the monitoring of C&S budgets to ensure actual spend is in line with budget and latest forecast.
- Responsible for the maintaining C&S customer hours database ensuring it is accurate and reliable to allow for the construction of accurate budgets and invoicing.
- Support the Finance Assistant in ensuring coding of purchase invoices is accurate and allocated to the correct service.

Impact on Decisions

- Lead on decision making which supports a customer focused culture, aligned to Ark's values.
- Support the Head of Finance and the Finance Business Partner to ensure the prioritisation of Finance activities and the effective delivery of Finance strategy.
- Support the Head of Finance and Finance Business Partner balancing the competing demands and resource constraints ensuring Finance activity is based on sound business need and is in line with the organisation's overall strategic direction.



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Person Specification

Expertise

- Graduate level (desirable).
- A member of an accountancy body recognised by the International Federation of Accountants; several years' general finance office experience; or working towards a recognised accountancy qualification (ACA, ACCA, CIMA, or other relevant body).
- Excellent Excel skills and be proficient in V Lookups, pivot tables etc..
- Excellent organisational skills and ability to prioritise.
- Excellent time management skills.
- Ability to work confidentially, confidently and independently.
- Verbal and written communication and interpersonal skills.
- Ability to work under pressure.

Experience

- Apply the principles of financial management.
- Understand personal and professional strengths.
- A demonstrated track record in a Finance role.
- Experience in the use of specialist accounting packages.
- Experience of budget and management accounts preparation.
- Experience in managing and developing staff in order to meet the requirements of the non-financial areas of the role (desirable).

Knowledge/Skills

Significant knowledge required in:

- Regulatory framework in which Ark operates.
- Planning management.
- Financial management, including Management Accounts and Budgeting.
- Communications and engagement.

Leadership Team Competencies

As well as the ability to do this role, you will be assessed in conjunction with the following competence areas.

- Professional Boundaries
- Ark Values



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- Continuous Learning
- Conflict Management
- Leadership
- Communication
- Customer Service
- Managing Change
- Problem Solving



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Conditions and Remuneration

Salary and Benefits:

Salary Package

£33,887.29 per annum

Holiday

Up to 36 days paid holiday per year pro rata

Pension

4% employer pension contribution

Benefits

A range of working hours designed to offer you a good work-life balance

Hybrid/Flexible Working Options available

Confidential employee counselling service, available 24/7

Membership to Capital Credit Union available

Newly launched employee discount scheme

How to apply:

To apply visit <https://www.arkha.org.uk/work-with-us/vacancies/> .

Please Note this is a 1 year Fixed Term Contract for Maternity Cover.

Timescales:

Closing date for applications is Friday 8th July 2022

Interview Dates: Thursday 14th July and Friday 15th July 2022



Ark[®]

People
Housing
Care