

## REGULATOR OF SOCIAL HOUSING (RSH) ROLE PROFILE

<b>Role</b>	Interim - Director of Finance and Corporate Services	<b>Directorate</b>	Finance and Corporate Services
<b>Reports To</b>	Deputy Chief Executive	<b>Section</b>	F&CS
<b>Post Reference</b>		<b>Grade</b>	Director

### Purpose of the Role

As a member of the Regulation Executive group, to provide leadership of the regulator's Finance and Corporate Services functions and contribute collaboratively and constructively to the overall leadership of the Regulator of Social Housing.

To ensure the efficient and effective delivery of corporate functions and services to enable the regulator to function as an organisation and deliver its objectives, complying with all relevant legislation, applicable government guidance and good practice standards.

The functions overseen include: Finance and budgeting; Corporate and Business Planning, target setting and corporate performance management; Corporate risk management and audit; IT and digital; HR, Organisational Development, Learning and Development and knowledge management; Facilities; Corporate policies and procedures, internal controls and systems.

The overall purpose of the Corporate services function is to ensure the smooth running of the machinery of the regulator as an organisation.

### Main Duties and Key Accountabilities of the jobholder

- To consistently work collaboratively and openly with the executive group, senior leadership team and across the organisation to facilitate the business achieving the fundamental objectives of the regulator.
- To provide leadership and support to the F&CS directorate and to ensure the directorate supports the work of the RSH.
- To ensure high quality HR, OD, L&D services, which along with other parts of the directorate support and develop a high performance culture in the RSH
- To oversee the development and delivery of a strategic plan for IT and Digital services (including business continuity and disaster recovery, information management and records retention), HR and L&D, Facilities (including Health and Safety) and location strategy;
- To oversee the development of staff related policies and procedures and associated delivery plans,
- Work with Executive colleagues and F&CS management team to ensure an open and collaborative culture that enable the directorate to support and shape the development of the RSH
- To ensure all necessary Corporate policies and procedures are in place and adhered to, with effective reporting systems and provide assurance to the Chief Executive (Accounting Officer) that all relevant legislation and government requirements are met;
- Support the Chief Executive by acting as lead on relationships and negotiations with the Unions co-ordinating management input as needed;
- To ensure delivery of programme and project management capacity within the Regulator
- To provide strong leadership, motivate and manage a strong and effective team, ensuring all staff have agreed performance goals and targets, and are supported with appropriate learning and development opportunities.

- To ensure that proper records are kept relating to the accounts and that the annual statutory accounts are properly prepared and presented in a timely fashion in accordance with any directions issued by the Secretary of State and provide drafts to ARAC and advice that the CEO and Board can properly sign the accounts;
- To lead the regulator's relationship with and reporting to the Audit and Risk Assurance Committee (ARAC) of the Regulator, the Finance and Sponsorship functions of MHCLG and the National Audit Office (NAO) on all financial and corporate matters.
- To ensure the operation of management, information and accounting systems that enable the review in a timely and effective manner of the regulator's financial and non-financial performance against the budgets and targets set out in the corporate and business plans.
- To support the Chief Executive in ensuring fees are set, charged and collected in line with the regulator's fee charging powers and the principles of the agreed fee charging regime;
- To advise the Chief Executive on agreeing and setting the regulator's budget, and ensure the regulator's banking and cash flow functions are effectively managed; To ensure reporting of financial and non-financial performance on a timely and accurate basis to MHCLG, ARAC, Board and the Executive group
- To act in accordance with the terms of the Framework document, *Managing Public Money* and other instructions and guidance issued from time to time by the Department, the Treasury and the Cabinet Office;
- To support the business in identifying opportunities for savings and efficiencies and ensuring value for money, providing reports as needed
- To lead the regulator's Corporate risk management function and advise the Chief Executive to ensure effective internal and external audit arrangements are in place and support the Chief Executive by acting as lead for ARAC;
- To ensure an effective system of internal controls is in place and reported on, including procurement and spending systems and delegations.
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### **Working Relationships and Contacts**

- MHCLG sponsor team and MHCLG finance
- Homes England service delivery leads
- Regulation Committee (Board)
- NAO
- HMRC
- Regulation Executive group and Senior Leadership Team

### **Core Job Skills**

#### **Qualifications**

- Essential: Professional accountancy qualification (CIPFA, ACA, ACCA, CIMA)
- Desirable: Degree level educated – ideally in a relevant subject or equivalent experience
- Desirable: Post qualification relevant experience in finance roles

#### **Knowledge, skills and experience**

- Significant experience as a senior leader in a complex political environment, providing finance expertise to a range of stakeholders, up to and including board level.
- Able to work collaboratively and constructively with cross-agency and cross-government teams at all levels and to take responsibility and proactively demonstrate accountability for own and team's areas of operation
- A high level of resilience and ability to manage ambiguity and challenge.
- Able to adopt an optimistic and pragmatic approach to solving problems

- High level of personal credibility as a senior leader in the organisation and as part of the Executive team
- Strong background in public and/or private sector finance roles
- High level management and leadership skills; the ability to inspire and lead a diverse team.
- Knowledge of government accounting and budgeting processes.
- Excellent level of written and verbal communication skills.
- Strong communication skills, enabling contributions to be made towards the development of strategic and operational plans.
- Excellent financial technical knowledge, demonstrated by experience in the production, oversight or understanding of statutory accounts, financial and performance management information.
- Co-ordination of short-term forecasts and budgets and long-term plans.
- Able to maintain and improve systems and processes.
- A driver and champion of the Regulator's values.

### **General responsibilities**

- To adhere to RSH's Equality and Diversity and Equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with RSH Health and Safety policies.
- To demonstrate RSH core values in all working relationships within the workplace
- To work in accordance with RSH Data Protection Policies and adhere to RSH Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.