

# CANDIDATE PACK

August 2020

**The Wrekin**  
Housing Group

Executive Director of Finance





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## Welcome from Wayne Gethings

Dear Applicant,

Thank you for your interest in becoming our new Executive Director of Finance and I hope that this document will provide you with all the information you need at this stage. Now in our 22nd year, The Wrekin Housing Group (“Wrekin”) has changed considerably from our beginnings as a large-scale voluntary stock transfer from Telford & Wrekin Council and its development predecessors. Wrekin is now an independently-minded housing association, with almost 13,500 properties and with plans over the next five years to build some 500 homes each year.

It’s an exciting and positive time to be joining a G1/V1 rated organisation. The opportunity has arisen as Francis Best, who has been with us for the past 21 years, will be retiring. Francis has played an important role in helping Wrekin become the successful Group it is today and you will inherit a strong financial footing as we refinanced late last year through a £650m deal which included the launch of an over-subscribed £200m+ Bond Issue. This included a well-received Debt Capital Markets issue based on a strong S&P rating, and bank facilities from a range of funders. Over the last 12 months we have also completed a major reorganisation of the Group’s legal structure.

This role oversees both finance and development, so you will need to quickly understand the nuances of both. We want to develop world-class financial reporting, making the best use of technology and resources to produce timely and informative data that helps drive the organisation forward. I’m looking for someone who will understand the risks which Wrekin faces, and advise on mitigations and measurement of those risks.

In much that we do, we are not afraid to pursue a radically different approach completing, for example, more than 80% of repairs on the same day they are reported to us, or our innovative approach to asset management. Whilst the recent Covid-19 crisis has brought many challenges for everyone, it has highlighted the key role that organisations such as Wrekin play in successful communities.

You may currently be working in an environment other than social housing, although ideally you’ll bring knowledge of a regulated sector. You’ll find at Wrekin a highly rewarding and collaborative culture where, as an innovative leader, you can inspire change where it’s necessary and help drive the Group towards the next phase of strategic growth, ensuring that we continue making a difference to people’s lives.

If you want to have an informal and confidential discussion about the opportunity, please contact our advising consultants at GatenbySanderson - Simon Wing on 0207 426 3976, or Nick Roberts on 07393 013697. I look forward to receiving your application.

Yours sincerely



Wayne Gethings  
Group Chief Executive

# About The Wrekin Housing Group

The Wrekin Housing Group is at the forefront of making a difference to people's lives.

We are a socially-minded housing association in the West Midlands with 13,500 homes for social and affordable rent, and shared ownership, across Telford & Wrekin, Shropshire and Staffordshire. We are also an innovative and well-recognised provider of care.

We are an ambitious organisation with plans to grow our housing provision up to 16,000 homes by 2025, we will also continue to excel in dementia care and the support of adults with learning difficulties. Generating social value is a key pillar of our activity; we thrive on benefitting communities and individuals through opportunities and investment.

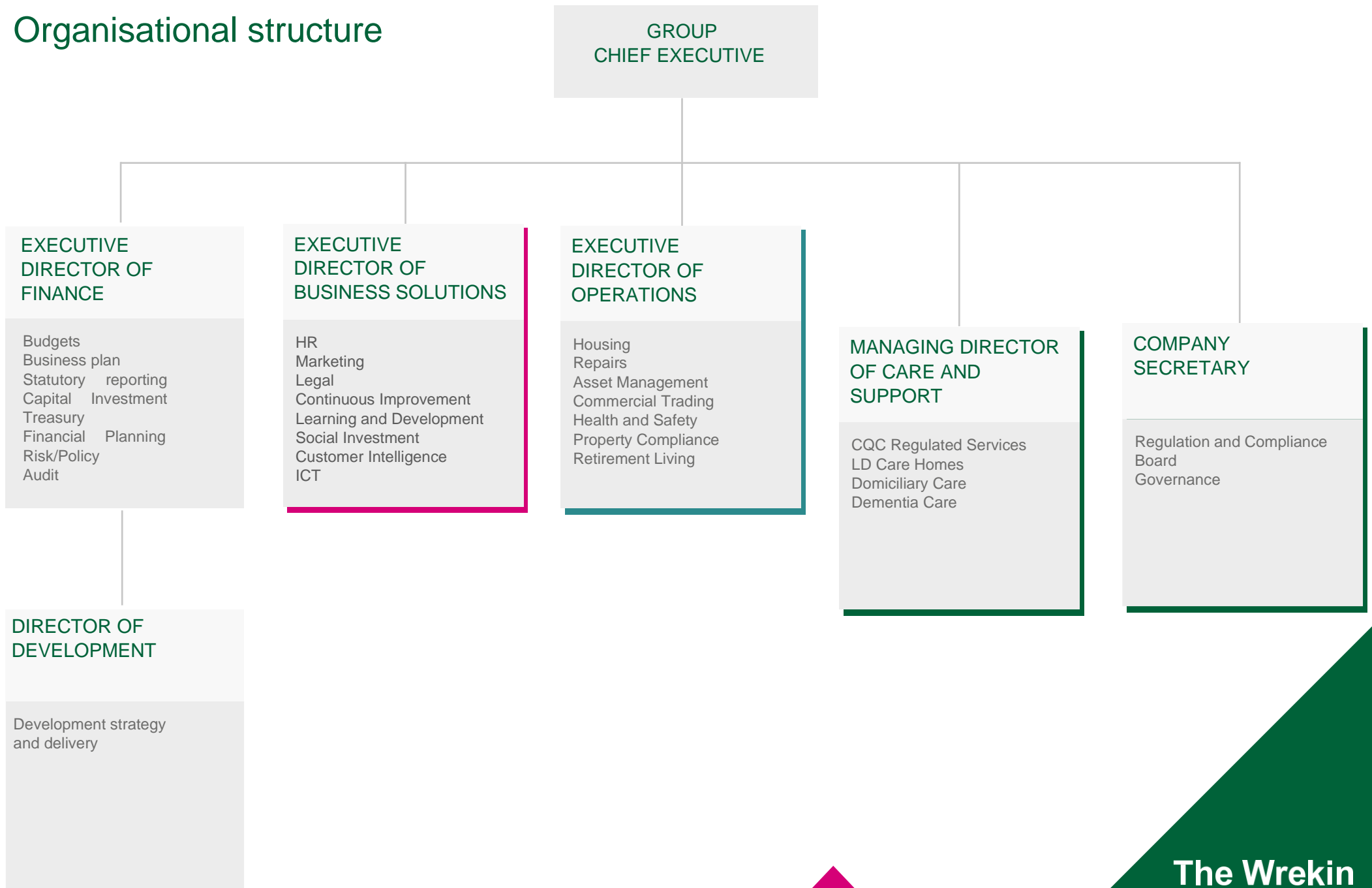
Our people enable us to deliver outstanding care and housing services. Every member of the team matters so we are investing in our people and the systems they use, to improve quality and choice across the organisation. Award-winning repairs, development and housing teams underpin our housing services.

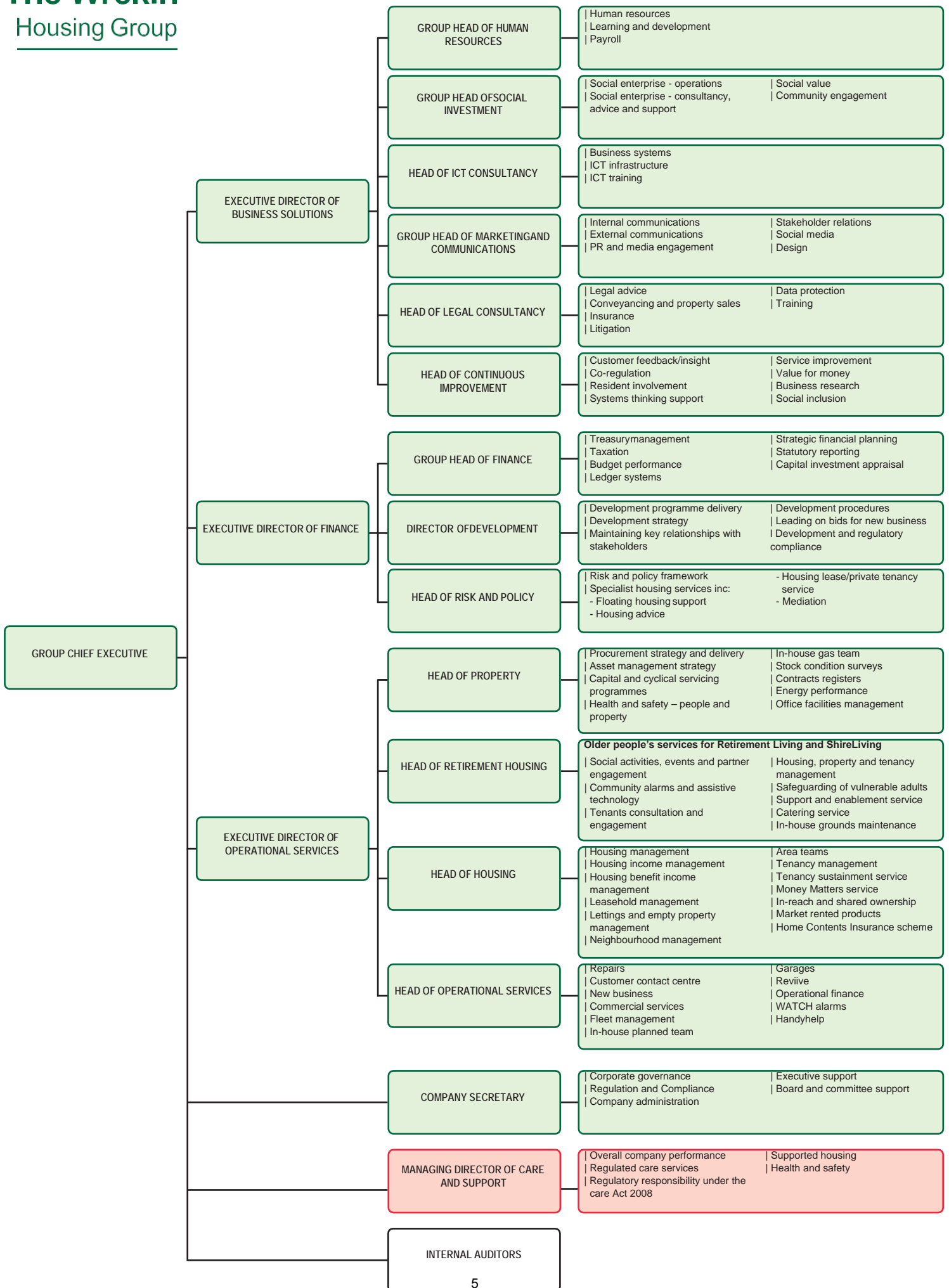
Our renowned same day repairs service drives satisfaction with customers who live in high standard homes. Our care services are rated 'Good' across the board, an outcome driven by astounding and passionate colleagues.

We work in partnership with residents and service users, involving them in decisions about our business; this enables us to continuously improve performance and make sure that Wrekin keeps, and stays, ahead.



# Organisational structure





# Role profile

## Executive Director of Finance

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Job Title:	Executive Director of Finance
Responsible to:	Group Chief Executive
Direct reports:	Group Head of Finance Director of Development Group Head of Risk and Policy

### KEY OBJECTIVES

1. Provide leadership and direction to the direct reports and their teams, and to be responsible for the financial activities of the Group.
2. To meet external statutory and regulatory obligations, internal performance and financial measures by ensuring that proper systems of control, delegation and risk management are delivered and maintained.
3. To be responsible for the financial strategies and policies for The Wrekin Housing Group.
4. To support business growth and investment strategies and ensure they are viable. Contribute to developing the Group, identifying opportunities for development and growth.
5. To be a member of The Wrekin Housing Group's Executive Management Group (EMG) and other management teams within the Group as required, contributing to the leadership, direction and control of business activities.

### KEY RESPONSIBILITIES

#### Financial Policies and Strategy

1. Develop financial strategies, plans and policies to secure adequate funding and effective financial management for The Wrekin Housing Group and all of its subsidiaries.
2. Work with Group Chief Executive and EMG to prepare and keep under review business plans for each subsidiary and ensure that financial procedures and regulations appropriate to the agreed strategy and policies are in place.
3. Ensure that the Group and its subsidiaries maximise income within strategy and policy constraints.
4. Secure finance on the most competitive terms whilst ensuring flexibility of funding and reduce exposure to risk.
5. Take overall responsibility for the management of financial operations for the Group and its subsidiaries.
6. Ensure that the financial systems of the Group and its subsidiaries provides effective management information and complies with statutory regulation and best practice.

## Service Delivery

1. Responsible as a member of EMG, for implementing the strategy and business plan for The Wrekin Housing Group and its subsidiaries.
2. Ensure that the quality of housing and services provided to customers is the highest possible within the resources available and meets best practice.
3. Ensure that risks are managed and mitigated across all activities by means of appropriate strategies and systems/procedures.

## Areas of responsibility

1. For Finance, Development and Risk & Policy – ensure effective strategies, plans, policies and systems and procedures are in place and that these comply with all regulatory and governance requirements.

## Responsibilities to the Boards

1. Prepare and present regular reports to the Group Board and its committees, as well as subsidiary boards, as required.
2. Keep the Group Board apprised of performance and procedures, new legislation and policy reviews, ensuring that Board members have sufficient information to enable them to discharge their responsibilities effectively and as required by regulatory bodies.
3. Take the lead in services of the appropriate committees, preparing reports and managing the agenda ensuring that there is effective liaison with the Chair between meetings.

## General Management Responsibilities

1. As a member of the EMG, contribute to the development and mission of The Wrekin Housing Group and its subsidiaries and promote a culture of continuous improvement and innovation.
2. Ensure risk assessments of new initiatives and activities are carried out and reviewed and that all operational risks are managed appropriately.
3. Ensure compliance with Standing Orders, standards of probity relating to charitable status and all appropriate statutory regulation.
4. Ensure implementation of, and adherence to corporate policy within, his/her area of responsibility in particular:
  - Health and Safety
  - Equality and Diversity
  - Risk Management
  - Performance Management
5. Responsibility for the development and training of employees within his/her sphere of management.
6. Follow the principles of value for money and carry out reviews on a regular basis.
7. Participate in an on call rota for senior managers to cover any exceptional emergencies relating to either services or premises that may arise.



# Person specification

JOB TITLE: Executive Director of Finance

## QUALIFICATIONS

- Degree level qualification, or equivalent, is essential.
- Membership of a CCAB or CIMA accountancy professional body is essential.
- Evidence of continuing professional development is essential.
- Association of Corporate Treasurers (ACT) qualification is desirable although not essential.

## ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE

- Significant post-qualification accountancy experience.
- Significant experience at senior management or director level.
- Experience of reporting to Boards and Committees.
- Experience of fund management, investment, treasury management, raising loans and dealing with financiers.
- Knowledge of governance best practice.
- Able to provide strong, decisive leadership at all levels.
- A thorough understanding of, and commitment to, high standards of customer service.
- Experience of preparation of budgets, financial and management accounts, cashflow and debt management.
- Knowledge and experience of the most up to date IT based financial systems.
- Experience of designing, implementing and monitoring financial systems and control.
- Ability to think strategically and develop business plans.
- Ability to present complex information clearly and concisely.
- Proven skills in negotiating, influencing and persuading.
- Understanding of IT applications across a range of functions.
- Experience of managing an internal audit function.
- Experience of, and ability to assess, the financial issues specific to social housing and care is desirable although not essential.

## ESSENTIAL PERSONAL QUALITIES AND COMMITMENT

- High level of intellect, able to grasp issues quickly and think on feet.
- High standards of personal and professional integrity.
- Results orientated and sets stretching performance targets for self and team.
- Committed to, and actively champions, diversity and equality.
- Excellent interpersonal skills, with the ability to build sustainable relationships with a broad range of internal and external stakeholders.
- Self-motivated, and able to inspire and motivate team members.
- Progressive and innovative thinker.
- Empathy with the social aims and values of the Group.
- Stamina, drive and resilience.
- Ability to operate effectively within a regulatory environment.
- Excellent communication skills, both written and verbal.

## How to apply & timetable for selection

To apply please submit an up to date copy of your CV, along with a Supporting Statement (maximum of two pages) which summarises your most relevant skills and experiences. Applications should be submitted via: [www.gatenbysanderson.com](http://www.gatenbysanderson.com) and must be received by 9:00am Monday 21<sup>st</sup> September 2020.

Please provide your home, mobile and email contact details and let us know of any dates when you are not available or where you may have difficulty with the indicative timetable.

You should also provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We would not approach these referees before the shortlist stage, and only with your permission. If you do not wish us to approach your referees at any stage, please state this clearly.

If you would like to discuss the role in more detail, please contact Simon Wing on 0207 426 3976 or Nick Roberts on 07393013697

Closing date	<b>9:00am Monday 21<sup>st</sup> September 2020</b>
Longlist meeting – we will let you know the outcome of your application as soon as we can after the longlist meeting	w/c 28 <sup>th</sup> September
Preliminary interviews with GatenbySanderson	Between 5 <sup>th</sup> and 16 <sup>th</sup> October
Shortlist meeting	w/c 19 <sup>th</sup> October
Psychometric assessments	w/c 26 <sup>th</sup> October
Final panel interview	w/c 2 <sup>nd</sup> November

