



Head of
Finance and
Resources
Recruitment
September
2021





September 2021

Dear applicant

Rockdale Housing Association – Head of Finance and Resources recruitment

Thank you for your interest in this great opportunity to join Rockdale. I enclose the information that you will find helpful in completing your application. To apply please can you:

- provide an up-to-date CV which includes your contact details, education and vocational qualifications and memberships of professional bodies, career history with any breaks explained and contact details for 2 referees, one of which is your current or most recent employer. (References will only be sought with agreement of the appointee as part of the offer process).
- write a supporting statement which expands on your CV and which sets out your most relevant skills and experience, with examples where possible, how you meet the requirements of the role and why you think you are a great candidate. The information in this statement and the way in which it is presented will form a key element of the shortlisting process.
- complete the Equality and Diversity Monitoring Form.
- let us know if you cannot make the published interview and selection dates.

Once complete, please send your application, by email, to Sue Manning: talent@foresth.co.uk

It is your responsibility to ensure that we receive your application. We acknowledge all applications. If you do not receive confirmation of receipt of your application from us within 2 days of sending, please call Heather Taylor, Executive Assistant on 07779 629455 to ensure that it has arrived safely. You should also use a secure email address from which to send your application as our system may filter out emails if it believes them to have been sent from unsecured sites. To avoid last-minute IT issues, we also suggest that you allow yourself ample time to submit your application in advance of the deadline.

Applications must be received by noon, **Monday 11th October**, however we welcome applications as soon as you know you wish to apply as Rockdale will be considering the applications as and when received. The details of the key dates for the recruitment process can be found on page 11 of this information pack.

Please contact me direct if you wish to have an informal discussion about the role or if you have any questions on sue@foresth.co.uk I will be delighted to speak to you.

We look forward to hearing from you and do hope that you decide to apply.

Kind regards,

A handwritten signature in blue ink that reads "Sue Manning".

Sue Manning, Director, Forest HR Ltd



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<p>A full copy of this job information pack and the Equality and Diversity Monitoring form can be download from www.rockdale.org.uk/vacancies/ or www.foresthr.co.uk/recruitment</p>	
<p>Please also see the Rockdale website for further information: www.rockdale.org.uk</p>	



WELCOME LETTER FROM THE CHAIR

Thank you for your interest in the post of Head of Finance and Resources.

Rockdale is a fantastic organisation to be part of. Our ethos is one of working together as residents, staff and board to deliver excellent supported living and residential care home services.

We have a strong track record and reputation for delivering high quality services, with a staff team who are proud to work here. Our team mobilised quickly during the pandemic, and we kept all essential services running smoothly throughout.

We look forward to meeting people who believe they can successfully take on this important role.

The application process is described in detail in this pack. If you have any questions, our adviser Sue Manning, Forest HR, is ready to help.

Ian Grattidge
Chair of the Board of Management
Rockdale Housing Association



ABOUT US

Rockdale Housing Association Limited was founded in 1948. It is a charity and a Registered Society. It is registered with the Homes & Communities Agency and the Care Quality Commission and is a member of the National Housing Federation. Rockdale's mission is to provide innovative and flexible housing and other help for older people which they can afford, and which will enable them to maintain or improve their quality of life.

PROPERTIES IN MANAGEMENT

The properties currently in management are:

- Rockdale House- 48 bed residential care home
- 123 sheltered apartments at Rockdale Road, Sevenoaks
- 28 sheltered leasehold apartments at Webbs Meadow and Constant Meadow in Akehurst Lane, Sevenoaks
- 29 purpose built sheltered leasehold apartments at Rockdale Road, Sevenoaks.

ROCKDALE SHELTERED APARTMENTS

The sheltered apartments provide self-contained accommodation in studio and one-bedroom apartments. Communal facilities include laundries and a large common room, where social events are regularly held.

Rockdale places great emphasis on the importance of a professionally managed support service. Unlike many sheltered schemes, the support co-ordinators at Rockdale are available to residents 24 hours a day.

ROCKDALE HOUSE

Rockdale House is a registered residential care home which aims to provide a sympathetic, comfortable environment in which older people may have their personal care needs met while retaining maximum independence and continuing links with the community. We respect the residents' rights, as citizens, to freedom of choice, privacy, confidentiality, and control over their daily lives.

We operate in a purpose-built care home with 48 residents and a well-motivated staff team under the management of a qualified care home manager.



MISSION AND OBJECTIVES

Rockdale's mission is to provide affordable housing, care and other help to improve the quality of life for older people. Its objectives are to:

- 1. Provide good quality homes and support services for older people which meet their changing needs. This means we will:**
 - provide well managed housing cost-effectively and to high standards
 - consult with residents, tenants and leaseholders on the services provided
 - regularly monitor, evaluate and strive to improve services
 - provide efficient and responsive repair services, and make adequate provision for planned maintenance
 - make the best use of our assets to maintain a sustainable community
 - offer appropriate advice to services and welfare benefits
- 2. Offer high quality residential care. This means we will:**
 - aim to establish Rockdale House as a model of excellence in residential care
 - recognise that the quality of residential care is dependent on the quality of the staff providing it, and thus place a high priority on the recruitment, training and retention of staff
- 3. Sustain and develop its charitable work. This means we will:**
 - set aside such capacity and funding as can be afforded by the Association for the support of those who do not have the financial means to access our services
 - account clearly for our charitable work through external reporting
 - seek grants and donations for the support and expansion of our charitable work



JOB DESCRIPTION – HEAD OF FINANCE AND RESOURCES

OVERALL AIM OF THE JOB

To manage the Association's finances, preparing financial reports for the Chief Executive and Board, and manage planned property maintenance projects and IT strategy.

KEY RESPONSIBILITIES

Financial Control and Reporting

- To prepare financial forecasts and report to the Chief Executive and Board on identified risks and necessary remedial actions to ensure long term financial viability.
- To prepare the Association's statutory accounts for audit and liaise with the auditors.
- To prepare the quarterly financial report and management accounts for the Board and make recommendations to the Board on its content and layout.
- To prepare the annual budget in consultation with the Chief Executive and other members of the Senior Management Team.
- To prepare monthly budgetary information for budget holders and assist them with budgetary control.
- To contribute to the preparation of the annual Business Plan.
- To make recommendations to the Board on treasury management.
- To make recommendations to the Board on financial policies

Bookkeeping and Payroll

- To line manage the Senior Finance Officer, Payroll Officer and Finance Assistant, to arrange necessary training, and to be familiar with and periodically audit their work.
- To be fully conversant with the Association's accounting software.
- To update finance department procedures as required.

Insurances

- To meet at least annually with the Association's insurance brokers and make recommendations to the Board on renewals.
- To handle insurance claims.

IT

- To take responsibility for the Associations IT strategy, engaging professional advice as required.
- To ensure suitable IT support and training is provided for staff.
- To keep IT expenditure within the agreed budget.



Planned Maintenance Projects

- To maintain the 25-year planned maintenance schedule with advice from consultants as required.
- To gain Board approval for projects planned for the forthcoming year with estimated costs and provide the Board with progress reports during the year.
- To implement the planned projects, liaising with the Housing Manager or Registered Home Manager on requirements and operational practicalities, appointing and liaising with approved supervising consultants, ensuring tender procedures are followed, approving payments, and keeping full project records.

Generally

- To be mindful that Rockdale is a charity and be committed to its Mission and Objectives.
- To be a member of the senior management team of the Association and attend SMT meetings.

This job description is not intended to be an exhaustive list. Other duties broadly consistent with the overall aim of the job may be required from time to time.



PERSON SPECIFICATION – HEAD OF FINANCE AND RESOURCES

Essential	Preferred
Education and Qualifications	
<ul style="list-style-type: none"> Professional accountancy qualification (CCAB). 	
Experience	
<ul style="list-style-type: none"> Experience in a similar role at a senior level. 	<ul style="list-style-type: none"> Project management experience. Financial management experience in the charitable, housing, social care or public sectors. Experience working in a regulated sector.
Skills and Aptitudes	
<ul style="list-style-type: none"> Excellent IT skills, including Word, Excel, Outlook, and various accountancy software. Good time management and organisational skills. Strong writing skills. 	



MAIN TERMS AND CONDITIONS

(for information purposes only)

Salary	c £50,000 - £55,000 per annum.
Annual leave	6 weeks (including bank holidays). Increasing to 7 weeks after 5 years' service and an additional day's leave on your birthday.
Pension	Rockdale is a member of the Pensions Trust, Social Housing Pension scheme and employees are able to join the contributory scheme.
Probation period	6 months.
Sickness pay scheme	A company scheme is in place for employees that have successfully completed their probationary period.
Additional benefits	Rockdale has an Employee Assistance Programme (EAP) and a positive approach to supporting professional training and development.



KEY DATES FOR THE RECRUITMENT PROCESS

Closing date:	Noon, Monday 11 th October
Initial interviews and assessments:	w/c 18 th October Rockdale reserves the right to bring forward interview dates and progress interviews more quickly if sufficient strong candidates apply at an early stage. We encourage applications to be submitted before the closing date.
Final interviews:	w/c 25 th October As above, Rockdale reserves the right to progress the recruitment timetable more quickly if appropriate.