

## CHIEF FINANCIAL OFFICER

**Reports to:** Group Director

**Direct reports:** Financial Controller  
Head of IT  
Head of people & teambuilding

## KEY RESPONSIBILITIES

Under management services agreements, all members of CSCB staff currently serve three *independent* boards: Coin Street Community Builders, Coin Street Secondary Housing Co-operative, and Coin Street Centre Trust. For simplicity, these three boards are collectively described in this job description as the 'Coin Street Group' although this is not a legal or tax entity. The staff are led by a leadership team.

*As a member of the Coin Street leadership team:*

- To devise and deliver the Group's long-term corporate strategy - advising board members on the overall scope and direction of the Group, and determining the way in which the various business operations work together to achieve the goals of the Group
- To devise and deliver an annually reviewed 3-year strategy and business plan
- To ensure financial viability of the Group and its constituent organisations
- To manage, motivate, empower and support the staff team
- To create an organisational culture that reflects the Group's values:
  - Creative: By looking for solutions rather than problems I will find better ways of doing things
  - Collaborative: By respecting the views of others we will learn, grow, and achieve more together
  - Committed: I do what I say I am going to do, and do the best job I can.
- To ensure the effective performance of the Group and to measure the impact of its activities
- To promote and protect the Coin Street brand.

*As Chief Financial Officer you will:*

- Provide fiduciary control to the organisation, ensuring effective corporate management of resources including people, finance, information technology, procurement, legal, asset and risk management, and other designated central service functions;
- Work in partnership with the Group director, Leadership team colleagues, and Coin Street boards to lead the development and implementation of a sound strategic framework, providing assurance of its sustainability and sound basis for future planning.
- Ensure that Coin Street boards have in place appropriate resource policies and procedures to comply with all relevant laws and regulations and operate to the highest standards of probity;
- Lead a risk management framework and ensure clarity on key risks facing each board and the mitigating actions.

- Provide vision, professional leadership and strategic direction to the finance, ICT, and people & teambuilding teams;
- Ensure that these staff teams are effectively managed, motivated, empowered and supported;
- Ensure that Coin Street boards and staff are provided with clear, succinct and accurate reports on financial performance, business and tax planning, treasury management, risk and audit;
- Ensure that all relevant staff understand and comply with legal agreements to which Coin Street organisations are party and (with other senior staff and consultants) advise on entering in to any new agreements;
- Act as the data protection officer;
- Ensure that software systems and processes are efficient and effective;
- Lead business analysis that collaborates across entities to generate strategic insights and supports improved resource allocation and decision making.
- Analyse and evaluate property development projects and trading/business opportunities, adding critical business insight and improving decision-making.
- Advise staff and boards on tax, VAT, and treasury arrangements taking specialist external advice where appropriate.
- Ensure that all boards have annually reviewed 30-year and 5-year business plan forecasts and annual budgets.
- Review primary housing co-operative business plans and provide them with support as required.
- Act as the lead health & safety officer, co-ordinating the health & safety work of each head of team, and as required under Health and Safety at Work etc Act, review and annually present the Health & Safety Policy for board approval.
- Act as the lead business continuity officer, co-ordinating the work of each head of team, and ensuring that the organisation has an up to date business continuity plan.

## GENERAL REQUIREMENTS

- To comply with Coin Street's Equal Opportunities policies.
- To comply with Coin Street's Health & Safety policies.
- To comply with Coin Street's Safeguarding policies.
- To comply with Coin Street's ICT policies and procedures.
- To promote an organisational culture that reflects Coin Street's values:
  - *Creative: By looking for solutions rather than problems I will find better ways of doing things*
  - *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
  - *Committed: I do what I say I am going to do, and do the best job I can.*

## PERSON SPECIFICATION

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### KNOWLEDGE AND EXPERIENCE

A qualified accountant with a recognised accountancy body, together with evidence of continuing professional development.

A track record of delivering effective financial strategies, in organisations with significant revenue and capital budgets.

Knowledge of accounting issues and company law relevant to charities, housing associations, and commercial entities.

Extensive experience of dealing with a range of stakeholders, including regulators, funders and professional advisors.

Evidence of having developed and delivered effective performance measures for service delivery.

Experience of managing, motivating and developing a multi-disciplinary workforce and harnessing the talents of employees at all levels.

Proven experience of procurement and the ability to demonstrate high level skills in this field.

All or most of the following:

- Experience of creating and delivering an effective ICT strategy that meets the needs of a diverse range of activities in an organisation.
- Experience of providing HR management and support, and knowledge of statutory requirements and legislation relating to employment law.
- Experience and knowledge of property finance, loan negotiations, equity finance and treasury management.

## SKILLS AND PERSONAL QUALITIES

A personal commitment to and enthusiasm for Coin Street's ethos and mission

A strategic thinker able to translate this into operational delivery

Ability to secure strong commercial performance while delivering social outcomes, understanding the role of effective financial management in meeting the wider objectives of the Group

Excellent negotiating skills

A determination to set high standards of performance and to challenge underperformance in a constructive fashion

Highly developed communication, presentation and interpersonal skills

Strong leadership skills and the ability to motivate and inspire staff

Ability to foster partnerships, work collaboratively across boundaries and achieve performance and results through others

I have read and agree to the above role and responsibilities.

Employee name: ..... Signature: ..... Date .....

Line Manager name: ..... Signature: ..... Date .....

