



Thank you very much for your interest in this Financial controller post at Ekaya Housing Association.

Below, you will find details of the role and the selection process to assist you in completing and tailoring your application.

To apply, we will need the following from you:

- A CV. Make sure this confirms your current/most recent roles (you can sum up earlier roles, if any before the last 15 years), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages or three at most.
- A personal statement. We want to hear about your motivation, why this role/ organisation, and you will also want to evidence how relevant your offer is to the role specification; again, ideally in two to three pages; and

Please submit your completed application documents by sending an email to recruitment@ekaya.co.uk.

The role closes at 9am on Friday 22nd April 2022. Please ensure we receive your application in good time.

Do contact me via the recruitment email above, if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

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Welcome to Ekaya

Dear Applicant,

I am pleased that you are considering this opportunity to join our organisation as our new financial controller.

Ekaya is an ambitious, innovative and responsive housing association, keen to do all we can to meet the chronic housing shortages in our communities. We are proud of the c500 homes we provide in 6 boroughs, across southeast London, but we know that the need is ever growing, and we are responding to that need by, working in partnership with other organisations on the development of new units. We provide temporary housing, permanent housing and support services. In addition, we run a Community Nursery, for children from 6mths old to 5 years old.

Whilst ensuring a customer-centric approach to our work is important, at Ekaya we understand that providing the best finance service is crucial to our success. We also know that our services extend to our funders and our Regulator. We work in an ever-changing dynamic environment and understand the importance of ensuring our services meet the needs of our internal and external customers.

The information that we provide always needs to be accurate, complete and timely. We are also always keen to work closely with our customers as professionals, to provide help and assistance promptly but also to ensure we understand our business and the housing environment whilst staying ahead of the changing reporting requirements. This role will make sure that we can achieve the high standards we set for ourselves and is a critical post for Ekaya.

You will be joining the team at an exciting moment of growth and will be responsible for managing the day to day affairs of Ekaya. You will ensure the finance team and our systems and processes can meet the needs of our customers.

This is a great opportunity to bring your financial, operational and managerial skills as well as your passion and commitment for housing to Ekaya and be part of our journey to achieve our corporate goals, which we hope align with your personal ambitions. I hope that you will find the information in this pack informative and the role interesting and at the same time challenging, and I look forward to receiving your application.

Yours sincerely,

Director of Finance & Resources/ Deputy CEO

About Ekaya

Ekaya is an innovative and responsive housing association working in partnership with a range of local authorities to meet housing and support needs across Southeast London. With a turnover of c.£6m and c.50 staff, Ekaya is continually improving the quality and range of our affordable homes and services.

Ekaya Housing Association is a not for profit organisation with over 30 years of experience, providing housing and accommodation support to predominantly black and ethnic minority women and their families in South London.

We currently work in the London boroughs of Lambeth, Southwark, Wandsworth, Lewisham, Croydon Bromley, Greenwich and Merton.

We provide temporary and permanent housing and support services. Our portfolio includes the provision of high quality support to teenage mothers and their babies as well as running our community nursery, Happy Nursery Days that caters for children aged 6 months to 5 years in Tulse Hill, Lambeth.

Ekaya was founded in 1987 bringing together the critical work of two hostels in supporting young black women living in London. Ekaya is a registered provider under the Industrial and Providential Societies Act 1965 and operates within the housing and social care industry.

Our Purpose is to: demonstrate excellence in order to empower individuals to become self-sustainable and to realise their potential, creating a legacy.

Our Vision is to: Provide a safe, place and environment for predominantly BME women, children and families to thrive in the local community.

Our Mission is to: deliver our social purpose through strong commercial acumen, leveraging talent and partnerships to deliver quality homes and services.

Our Values are encapsulated in these key statements and help our customers understand what they can expect of us:

Inclusiveness

- We act with care, kindness and compassion when delivering services
- We listen to our staff and our people
- We deliver services that embrace diversity, equality and fairness

Integrity

- We are trusted by the people we deliver services to
- We trust and empower staff to do the right thing
- We are trusted and respected by our partners and stakeholders

Commitment

- We are accountable for what we do
- We are committed to achieving excellence
- We will challenge and are courageous in pursuit of our goals
- We look to improve, grow to learn and be the best we can be.

As an organisation, we

- Place the interests of our residents and service-users at the heart of what we do.
- Value our staff and are committed to helping them achieve their potential.
- Foster equality of opportunity and embrace diversity in everything we do.
- Are committed to ensuring affordability of all our homes and services.
- Work in an open and accountable manner, to our customers and partners.
- Develop, motivate, and seek to retain staff.
- Are committed to being socially responsible in the way we run our business.

We are looking for a knowledgeable individual with the energy and drive to make a difference. You will lead a complex financial framework, applying strategic, commercial thinking to enable us achieve exceptional outcomes for our customers.

You will be responsible for the day-to-day management of the financial affairs of Ekaya HA. You will demonstrate in your approach to work, a collaborative approach and a deep and authentic commitment to our social purpose.

We hope that this demanding but rewarding opportunity catches your imagination and that you are encouraged to apply. If you would like to be part of our journey, we'd like to hear more about you.

Thank you again for your interest.

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| Role Profile | Financial controller |
| Responsible To | Director of Finance & Resources/ Deputy CEO (DFRDC) |
| Responsible For | Finance & IT Officer & Finance Officer |

Role Purpose

To lead the Finance Team to provide an excellent operational finance and business planning service.

Develop and enhance reporting information and analysis to all stakeholders, including drafting and presenting reports to the Senior Management Team, Board and Committees.

Prepare management, statutory accounts and regulatory returns.

Support/Lead as required, on the continuing improvement of finance systems and processes to minimise financial risk.

Principal Accountabilities

Operational

1. Ensure that all direct reports are supported and managed to provide an efficient, effective, and professional service to Ekaya's internal and external customers. Take ownership and responsibility of all service-related complaints and queries from customers, ensuring the customer experience is always positive.
2. Ensure accurate and timely production of the annual budgets for the Group that meet or exceed our Golden Rules. Ongoing re-forecasts to ensure the organisation is up-to-date on its actual position always.
4. Ensure accuracy of Ekaya's BACS and DD payments.
5. Ensure Ekaya's Standing Orders, Financial Regulations and financial policies and procedures are always up-to-date and complied with, ensuring monthly verification of financial controls.
6. Oversee the production of timely and accurate financial reports to internal and external stakeholders.
7. Obtain quotes and support decisions on insurance service renewals and lead on managing claims for Ekaya.
8. Provide financial training to staff in Ekaya to enable them to carry out their duties and responsibilities.
9. Manage all external contacts in line with Ekaya's quality standards and operational policies.

Strategic

10. Support the preparation and update of Ekaya's long-term financial model to deliver the corporate strategy and carry out detailed scenario analysis to comply with regulatory standards. Present the business plan to the SMT and report on the scenario analysis identifying the key financial risk areas for Ekaya and the mitigations to safeguard financial performance.

11. Assist the DFRDC in setting Ekaya's Treasury strategy and in securing new finance. Advise on the timing of the long-term refinancing.

12. Stay informed of new initiatives, policies, or legislation to help the business with developing new strategies and practices.

Governance

13. Ensure accurate and timely production of the monthly management accounts and annual statutory accounts for the Group.

14. Prepare and submit regulatory, statutory and financial returns to the Financial Conduct Authority, HMRC, the Regulator for Social Housing and the Pensions Regulator, etc. in a timely manner.

15. Lead in co-ordination of all aspects of internal and external audit.

16. Be a key part of leading a culture of risk assessment, management, and control throughout at a strategic and operational level. Prepare and update the monthly risk assessments and updates to the Finance and Corporate Risk Register with the Director of Finance & Resources/ Deputy CEO.

17. Ensure the integrity of Ekaya's financial systems.

Other

18. Provide cover for the Director of Finance & Resources/ Deputy CEO as required in his or her absence to ensure continuity of work.

19. Implement and promote the Ekaya's Equality & Diversity Policy, Health & Safety Policy, and related procedures.

20. Carry out any other reasonable related duties assigned by the Director of Finance & Resources/ Deputy CEO

Notes

– All tasks within this job description may be carried out on behalf of Ekaya Housing Association Ltd, its subsidiaries, and any associated organisations.

– Post holders will always be consulted before job descriptions are amended

Person specification

Knowledge & Experience

- Extensive experience of preparation of management and statutory accounts
- Preparation of budgets, forecasts and dynamic cashflows
- Excellent staff management and leadership experience –
Housing sector experience is strongly preferred
- Good financial modelling skills
- Preparation and submission of returns incl meeting regulatory, statutory and lender requirements
- Delivering continuous improvement, VfM and efficiencies
- Demonstrable experience of working to tight deadlines
- Proven experience of leading teams through change and delivering sustained improvements

Desirable -

- Extensive experience of treasury management, raising debt and refinancing
- Corporation tax and VAT computations and returns

Skills

- IT skills including Accounting software, Microsoft Office suite, etc. –
Advanced Excel use for modelling
- Excellent communication, report writing and presentation skills
- Demonstrable high level of professionalism, working with minimal supervision to complete tasks accurately and to agreed deadlines

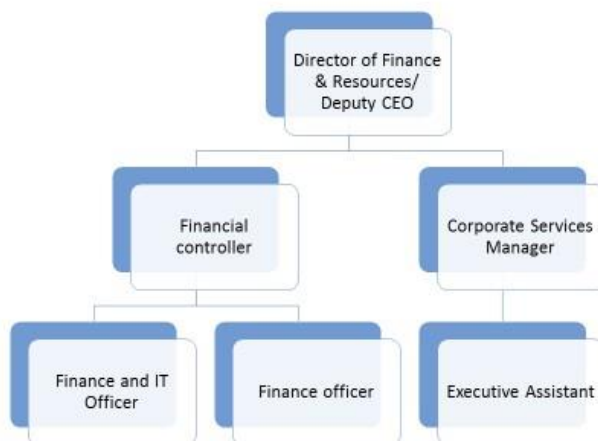
Personal Qualities

- Positive “can do” attitude with a commitment to providing excellent customer service –
Proactive, quick learner with good interpersonal skills
- High level of drive and determination
- Attention to detail
- A clear commitment to inclusion and diversity in both employment and service provision
- Able to work flexibly, attending meetings in the evenings and at weekends from time to time
- Commitment to Ekaya’s values

Qualifications

- CCAB or equivalent professional qualification
- Evidence of continuing professional development -
- Degree level education

Structure



Key terms and conditions

Remuneration - £46k - £48k p.a.

Working hours

We keep usual business hours, and the working week is 37.5 hours, and we operate a Hybrid Working Model.

However, this is a leadership role and as such flexibility is expected in fulfilling role requirements. This will include occasional evenings and weekends.

Annual leave

25 days plus 8 public holidays increasing by 1 day per annum up to 30 days after 5 years of service.

Place of work

Your usual place of work will be our head office at 145, Stockwell Road, London, SW9 9TN. Occasional travel may be required to fulfil the requirements of the role.

Other benefits

Core benefits: Pension scheme; free eye tests; and free confidential counselling services.

Key dates for the selection process

Closing date: Friday 22 April 2022 at 9am

Interviews: Wednesday 27th April 2022.