

Job Description

Finance Director



POST:	Finance Director
RESPONSIBLE TO:	The Chief Executive
LOCATION:	Buchan House, Enterprise Way, Dunfermline
REMUNERATION:	Negotiable - made up of £50,000-£65,000 FTE basic salary (pro rata) depending on experience and 11% non-contributory pension contribution to company scheme
HOURS:	Part time/flexible: 21-28 hours a week between 9am and 5pm Monday to Friday (days and hours flexible by agreement)

1. Background

Lar Housing Trust is a Scottish Charitable Incorporated Organisation with its mission to build homes where people can put down roots and live affordably within their communities.

Lar Housing Trust was set up in 2015 and has homes which are available at mid-market rent in villages, towns and cities across Scotland. Lar both builds these homes and also operates them once constructed, providing letting, factoring and repair services to our tenants.

We are continuously developing and due to our growth, we are looking to appoint a part-time Finance Director to oversee all financial functions within the organisation and to help to shape future service provision. Lar is financed with £120M of long-term loan finance from Scottish Government and Scottish Widows and has a current turnover of c£4.5M p.a.

Overall, Lar currently has 15 staff members and the Finance Director will line manage one part time Finance Manager.

2. Role

In addition to being a member of the executive team, the successful candidate will be responsible for providing an effective financial management service to the Lar group of companies - including the provision of insightful, commercially-focused management information, reports and analysis, budgeting and forecasting, treasury management, covenant reporting to Lar's funders, overseeing bookkeeping and payroll, and maintaining up-to-date financial and accounting policies and procedures.

The Finance Director will be responsible for the production of financial statements and will lead any work identified by Lar's Audit and Compliance Sub-Committee.

Reporting to the Chief Executive duties will include;

1. Leading on all aspects of finance, risk and financial governance across Lar group of companies ;

2. Providing sound financial advice to the Chief Executive and Board of Trustees, in line with meeting strategic goals and provide strategic guidance on plans for growth;
3. Providing timely financial reporting to the Chief Executive, Board of Trustees and the Boards of group companies;
4. Responsibility for key relationships with Lar's lenders (both government and commercial parties) including the servicing of existing loans and leading on all additional finance raising, including identifying opportunities and negotiating terms;
5. Overseeing and supporting day to day finance function including bookkeeping, invoicing, VAT and tax returns, payroll, production of periodic statements and reconciliations for commercial and factored properties;
6. Responsibility for preparation of budgets for Lar group companies and serviced properties, forecasting and treasury management, regulatory compliance and reporting, management accounting and reporting, production of financial statements, audit and maintaining up-to-date accounting and financial policies and procedures

The successful candidate will be professionally qualified and will be a chartered accountant (or similar). Any experience in tax and/or development finance will be advantageous.

3. Competencies

The candidate is expected to be able to demonstrate the following competencies:

- Commercial and business acumen
- Drive for results
- Professionalism
- Team working
- Impact and Influence

This position would suit someone with experience in either the commercial or the voluntary sectors and will suit someone looking for a challenging but flexible part time role, with the potential to move to full time in the future.

Lar is an equal opportunities employer

4. Applications

A current CV (including 2 references) together with a personal statement/covering letter should be submitted to: info@larhousingtrust.co.uk by 15 October 2021.

For further information regarding Lar or this role, please contact Allison McFarlane on 01383 630190 or at: info@larhousingtrust.co.uk