



Director for Finance & Governance Recruitment Pack



People • Homes • Communities

Introduction from the Chief Executive

Thank you for your interest in becoming our Director for Finance and Governance of Caredig.

We are an ambitious, well-established and independent housing association with strong local roots. We have been planning our future, whilst reflecting upon and celebrating our achievements of almost 50 years. We are proud of the organisation we have become and the strong reputation we have with our tenants, service users and partners.

Since becoming Caredig (kind in Welsh) in 2021 we have set out a new Vision “The Caredig Way – Together we proudly create great places to live and work”.

At Caredig, **People** and relationships are at the heart of everything we do, and at the heart of good relationships is kindness. We create **Homes** where people feel safe and secure, help to build thriving **Communities** where people can flourish. As we continue to grow we need to attract and retain the best people who through shared endeavour can deliver the organisation’s vision and strategy. We have a passionate and committed Board, supporting and motivating our staff to deliver our core purpose of creating better homes and services for the communities we serve, putting the delivery of person-centred services first.

We are seeking an individual who will share our passion and whose values align with ours, providing strategic leadership skills, and a determination to provide ever better services to tenants and service users. Hearing the Tenants’ voice and understanding the communities we work in is important to us, we follow person-focused, trauma-informed approaches. You will provide strategic leadership for finance and governance, across the organisation and within your team.

This is a great organisation, with strong person-centred values and an appetite to grow and innovate. We recognise that growth and sustainability go hand in hand and we continue to work, as part of the foundational economy, to lower our carbon footprint.

We strive to be a diverse and inclusive organisation, a place where we can all be ourselves. Our customers come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it’s the right thing to do, but because it makes our organisation stronger.

We hope that you will want to be part of a dynamic and developing team, who are committed to supporting change and success as Caredig continues its journey. I hope you find the information provided in this pack supports your consideration of the role. If you need any further details, please contact me.



Marcia Sinfield
Chief Executive

Marcia Sinfield

About Caredig

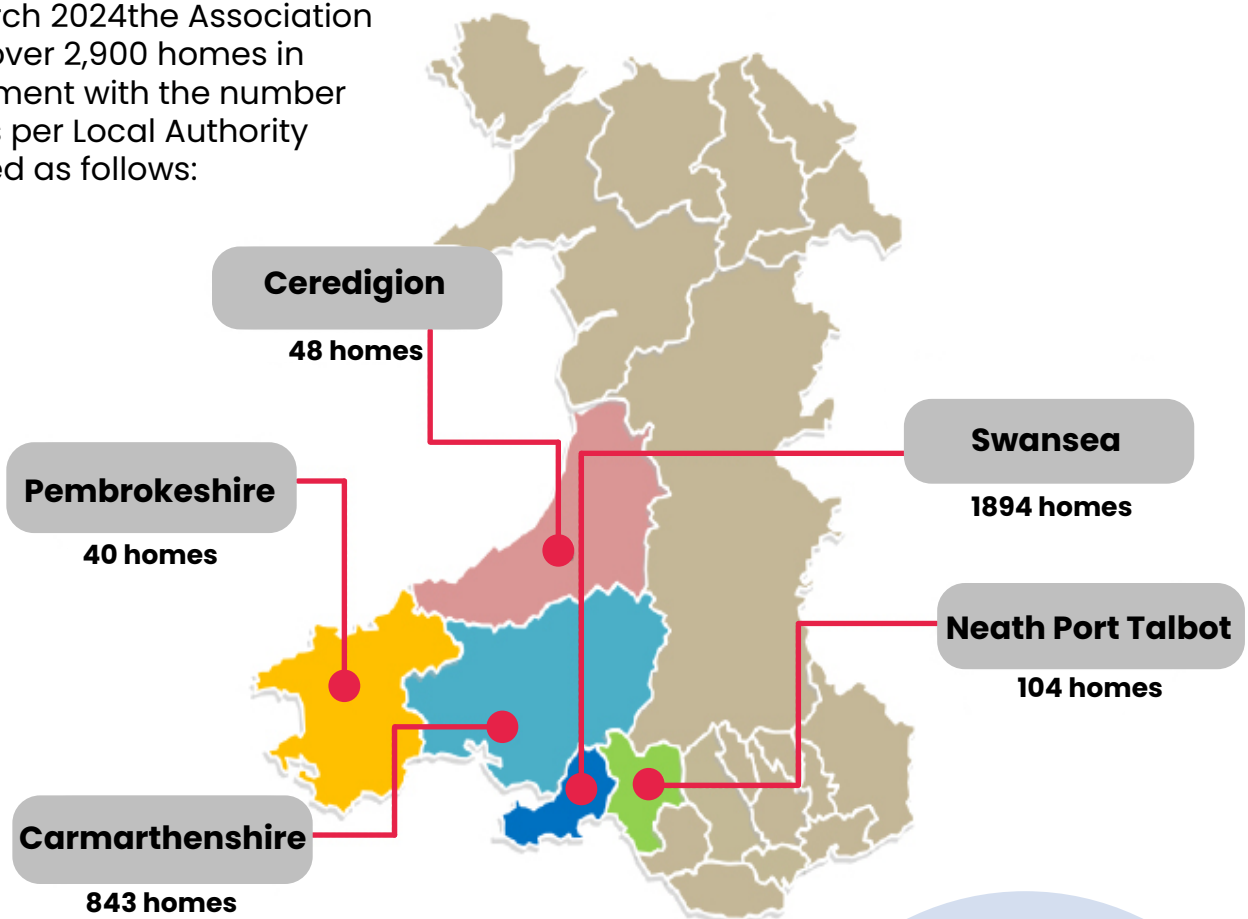
We were established in 1975 to provide social housing and have just over 2,900 high quality affordable homes. Providing high quality services and listening to our tenants' voice is important to us.

Caredig provides a wide range of housing solutions for single people, families, older people and people who need support to maintain their tenancy. We have formed partnerships with a wide range of statutory and voluntary organisations to provide specialist housing and support services for those with mental ill-health, older people with support needs and those at risk of homelessness.

We have a well-established development programme for new homes on site and a pipeline for future years. We are an ambitious and well-established independent housing association. We have strong local roots, a reputation for providing quality homes, and a track record for making a positive difference in our local communities.

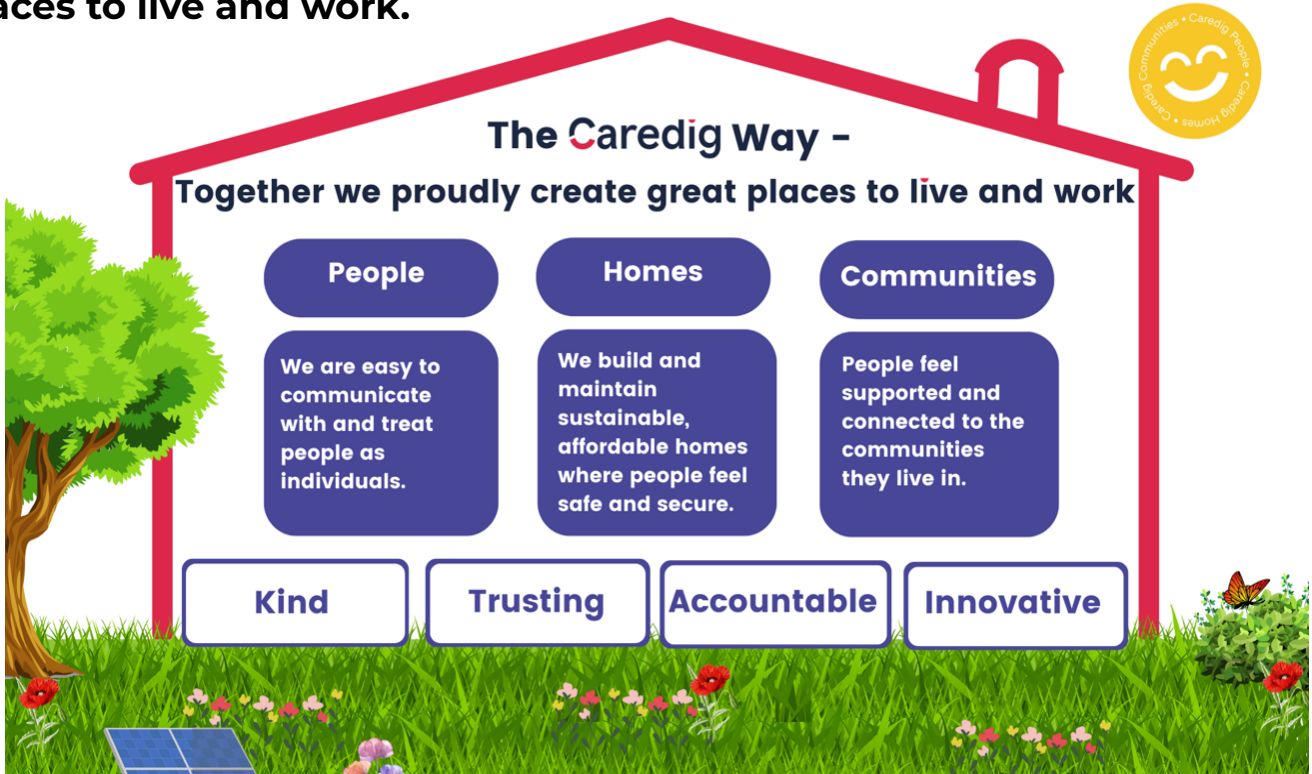
Our Areas of Operation

As at March 2024 the Association has just over 2,900 homes in management with the number of homes per Local Authority distributed as follows:



Vision and Values

Our Vision ... The Caredig Way – Together we proudly create great places to live and work.



Our Values

Our behaviour demonstrates what we value – our values determine how we behave towards our customers, our colleagues, our partners and our work; our values influence the decisions we make as individuals and as an organisation.

Kind

We recognise that relationships are at the heart of everything we do, at the heart of good relationships is kindness

Trusting

We trust people to do the right thing, and through mutual trust and respect we want everyone to feel that they belong

Innovative

We continuously strive to be the best we can, constantly seeking creative ideas to improve and grow

Accountable

We accept the responsibility of our role and recognise the importance of being held accountable for our actions



Our Strategic Direction

We recognise these are uncertain times and in setting The Caredig Way we have focused on the next three years to ensure:

People – We are easy to communicate with and treat people as individuals.

Homes – We build and maintain sustainable, affordable homes where people feel safe and secure.

Communities – People feel supported and connected to the communities they live in.

Our Strategic Objectives support us to achieve these outcomes, ensuring that we move from Vision to Delivery to improve the lives of tenants and service users.

Our governance and internal control framework remain strong, as demonstrated by us again achieving a regulatory opinion of standard for both service delivery and financial resilience and risk.

Our Care and Support services which are regulated by Care Inspectorate Wales, provide high quality services as part of our person centred approach.

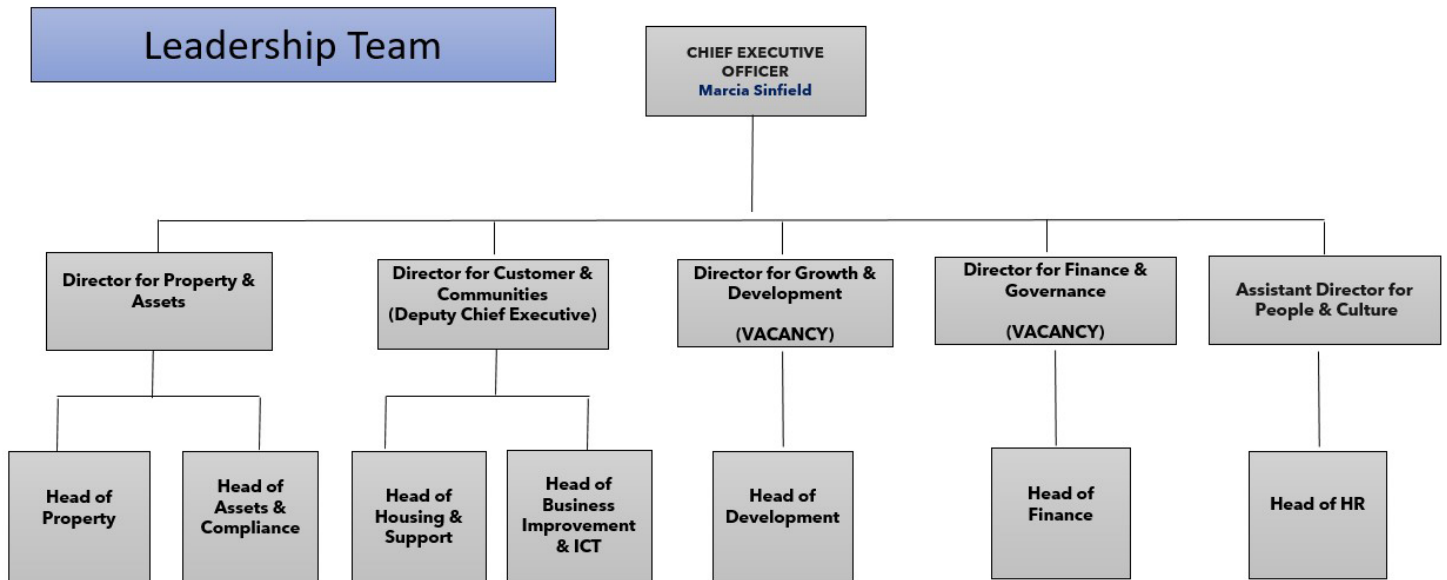
There are challenges ahead for the sector and we will continue to be alert to both these and the opportunities.

Our Sustainability Strategy sets out how we will both retrofit existing and develop new homes to achieve high levels of energy efficiency. We will do this by making use of both our resources and other funding sources available, whilst supporting economic regeneration in our communities.

Who are we looking for

As part of our Executive Team this role will be a senior representative and ambassador for Caredig. You'll be as passionate as we are about our Caredig Way values, wanting to create great places to live and work. This will be reflected in your commitment to continuous improvement.

Due to a recent organisational restructure, we are now seeking to recruit a new director who will have a focus on Finance and Governance, acting as our Company Secretary.



As a qualified accountant, with leadership experience, you will work collectively with the Executive Team, share a passion for the organisation to deliver its mission, vision and values and be an important ambassador for Caredig

This role, which might be your first executive appointment, presents a great opportunity to lead our financial strategy for sustainability and growth, working collaboratively across the organisation to continuously improve, whilst ensuring the best customer experience and outcome.

We strive to be a diverse and inclusive organisation, a place where we can all be ourselves. Our customers come from all walks of life and so do we, we hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger.

We encourage applications from people who are currently under represented in our organisation, including people who have a disability or who identify as Black, Asian or from a Minority Ethnic background.

Our job description and person specification set out the experience, skills and knowledge required:

Job Description and Person Specification

Role: Director for Finance & Governance (Company Secretary)

Team: Executive and Leadership Teams

Reports to: Chief Executive

Location: Head Office (Agile Working Policy applies)

What you'll do:

As part of the Executive Team, you will share our passion to collectively ensure that Caredig delivers its Vision, and you will lead our strategic and financial direction in alignment with our strategic objectives.

This strategic leadership role is responsible for leading Caredig's financial sustainability, through both the short and medium term, aligning our existing resources to ensure we meet the needs of our customers, while providing value for money.

As Company Secretary you will also ensure that we are well governed and transparent, providing support and assurance to both the Board and Leadership Team.

What we expect from you...

We want you to live our values through your attitude and behaviours towards colleagues, tenants, and stakeholders. It is essential that you champion and demonstrate these values in all you do.

As such we expect you to, as part of the Executive Team, inspire those around you and play a lead role in tackling the housing crisis for the communities we serve.

Who you'll be working with

- ▶ You'll work collaboratively with the CEO, the Executive and Leadership Team
- ▶ You'll work strategically with the Board and its Committees.
- ▶ You'll work in partnership with key stakeholders, partners, funders, auditors and regulatory agencies including Welsh Government.
- ▶ You'll provide leadership to your teams and champion collaborative working across the organisation to deliver our Vision

What you'll be responsible for:

A	CORPORATE IMPACT
1	Working collectively with the Executive Team to lead and provide strategic direction for finance and governance, ensuring strategic objectives are met.
2	Providing timely information and support to the Board, working with Board Members to shape the Caredig's strategy and future direction.
3	Contribute to change management, by being innovative and implementing/ integrating strategies and plans across the business, lead colleagues to embed the change and support delivery of excellent consistent services for customer and colleagues.

4	Develop strategies and policies that inspires the team to deliver innovation in the delivery of financial and governance services.
5	Take the strategic lead for the development and updating of a dynamic Business Plan, to deliver financial stability and growth. This will include working together with the Director of Customer and Communities to balance financial sustainability with affordability of rents and service charges for tenants.
6	Develop and implement a Treasury Policy and Treasury Strategy to support the deliver of our services and growth agenda, as set in the medium-term Business Plan.
7	Ensure robust financial controls and assurance are in place around the monitoring of existing expenditure and income, as well as financial due diligence, and investment appraisals for growth opportunities to deliver new homes and services.
8	Support the Executive Team in their development of commercial/business opportunities, liaising across teams to provide financial information.

B	EXTERNAL FOCUS
1	Build and maintain effective professional networks with external partners, including the Regulator, internal and external auditors and funders as well as other regional stakeholders.
2	Keep abreast of changes in legislation, regulation, good practice and wider political/socio-economical changes.
3	Scanning the environment and horizon to ensure Caredig is well placed to create thriving new partnerships and attract new funding.
4	Ensure the customer voice is heard by engaging with communities and encourage the team to understand how customers live, and want to live, in their homes.

C	LEADERSHIP AND CULTURES
1	Lead and empower colleagues by setting stretching goals, providing development opportunities and communicating strategic objectives effectively.
2	Working together to create an environment which promotes creativity and trust across teams, in a high-performance culture, holding one's self and others accountable to the commitments they have made.
3	Leading by example, motivating and inspiring, with a values-based leadership style which recognises complexity and ambiguity and empowers staff and customers.
4	Developing a structured, and measurable change environment, ensuring that we listen to learn so that changes are person centred.
5	Lead programmes of work, when required, acting as a Project Sponsor on strategic projects, including multidisciplinary teams.
6	Have a curious and open mind to opportunity for new business for Caredig, seeking new approaches and partnerships to deliver, and do more.

D	GOVERNANCE, COMPLIANCE & CONTROLS
1	Ensure, as Company Secretary, that we are well governed and transparent, providing support and assurance to both the Board and Leadership Team.

2	To ensure the Standing Orders, Scheme of Delegation, Financial Regulations and Procurement Framework are up to date, adhered to, and meet the needs of the business, supporting empowerment.
3	Lead on risk management for Caredig, ensuring staff appreciate the importance of risk management and risk appetite.
4	As Company Secretary, lead on ensuring that Caredig fully complies with legal, statutory and regulatory requirements and organisational policies and procedure.
5	To promote a culture of openness and transparency in all aspects of leadership and management.

E	PERFORMANCE MANAGEMENT
1	To provide leadership, management and support to the Head of Finance, Governance Manager and the Finance Team.
2	Create a performance culture of ambition and high achievement that allows the development team to respond and keep delivery of homes on track, on time, in budget without comprising quality of both design and construction.

F	GENERAL
1	Comply with Caredig's Code of Conduct in the performance of all duties.
2	To be aware of Caredig's Single Equity Scheme and to adhere at all times to the principles of Equality, Diversity and Inclusion.
3	Undertake the necessary training and development to improve your knowledge and skills to carry your role effectively.
4	To be responsible for the integrity of data and ensure compliance with the requirement under General Data Protection Regulation.
5	Be aware of the responsibilities of the Health and Safety at Work Act and support our Health and Safety culture.
6	Any other duties deemed reasonable by management within the remit of the role.

About you

What is needed for the role and whether it is essential or desirable:

Qualifications and Education	Essential	Desirable
Qualified Accountant (ACA / ACCA / CIMA / CIPFA)	✓	
Evidence of and commitment to continual professional, leadership and personal development	✓	
Skills, Knowledge & Experience	Essential	Desirable
Proven track record of achievement and innovation as a senior leader with a passion for customer service.	✓	
Experience in treasury and financial management	✓	
Experience of preparing short -medium- long term financial plans for an organisation.	✓	

	Essential	Desirable
An understanding of the social, economic and political influences within the Welsh Housing sector including sustainability.	✓	
Evidence of working collegiately to create, communicate and delivery a vision.	✓	
Experience in forming and implementing business strategies linked to growth, development, performance and customer satisfaction.	✓	
Experience in ensuring good governance, effective compliance and risk management.	✓	
An excellent communicator with experience in effective reporting to and advising Boards or partners.	✓	
Evidence of interpersonal skills, building teams and networks, whilst demonstrating intellectual and emotional resilience.	✓	
Able to demonstrate experience in developing value-based performance management cultures through working together.	✓	
Computer literate and able to use a range of applications e.g. Word and Excel	✓	
Ability to communicate in Welsh		✓
Full driving licence and access to a vehicle	✓	

Why Join Team Caredig

We want all staff to feel valued, motivated and developed, also that their health, safety and well-being are looked after, as they play a key part in ensuring the success of the organisation.

If you want to be part of something special and make a positive difference to peoples lives apply today.

Salary circa £86,495 (plus a potential for market supplement)

Our Benefits are:

- ▶ Agile Working, a hybrid approach
- ▶ Excellent annual leave (27 days increasing to 33 over 5 years)
- ▶ Long service awards
- ▶ Free Private Health Care Plan
- ▶ Staff Mentoring scheme
- ▶ Excellent training and development opportunities
- ▶ Enhanced Sickness and Maternity
- ▶ Contributory Pension Scheme

Free Private Healthcare Plan includes ...

- ▶ Payment towards dental costs
- ▶ Payment towards optical costs
- ▶ Free flu jab
- ▶ Day 1 support to help cope with stress
- ▶ Payment towards therapy treatments
- ▶ Payment towards consultant fees
- ▶ The full cost of MRI, CT and PET scans
- ▶ Access to a 24 hour counselling and advice line and up to 8 face to face counselling sessions

Also ...

- ▶ Dedicated Health & Well-being Group providing information and support
- ▶ A Partnership Group that voices staff feedback and suggestions
- ▶ Time to Change Champions
- ▶ Sports and social events throughout the year
- ▶ Annual staff conference

“We pledge to change the way we think and act about mental health at work “



How to Apply

If you are interested in applying to be our Director for Finance and Governance we would to hear from you.

For an informal discussion and further information about this role, please contact Kelly Shaw on 07900 363803 or kelly.shaw@campbelltickell.com who can also arrange a conversation with Chief Executive, Marcia Sinfield.

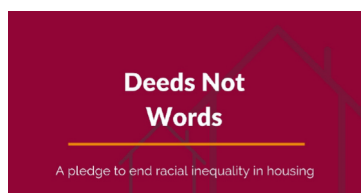
Visit www.campbelltickell.com/jobs to download a recruitment pack and apply with an up to date CV and supporting statement.

Closing date for applications	Monday 9th September 2024 (9:00am)
Stage 1 – psychometric testing	W/C 16th September 2024
Stage 2 – Interviews/Assessment Centre	Tuesday 24th September 2024

For further information about Caredig please visit our website at www.caredig.co.uk



let's end mental health discrimination



#TeamCaredig

Empowering People
Creating Homes
Thriving Communities

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