



**watmos**  
COMMUNITY HOMES

# Recruitment Information

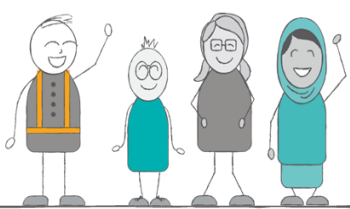
## Head of Finance





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# Letter To Applicants

February 2024

Dear Applicant,

**Re: Head of Finance**

**Location: Walsall**

Thank you for responding to our recent advertisement for the post of **Head of Finance**.

To apply you should upload your CV and complete some other basic details on our recruitment site, which can be reached by clicking [here](#)

Further information about Watmos can be found on our web site [www.watmos.org.uk](http://www.watmos.org.uk)

Before completing your online application, please read the job description and the person specification carefully. The selection panel will only short list applicants who have demonstrated on their CV that they meet the criteria on the person specification. Consider how all your education, training, skills and experience relate to your application.

Should you have any questions or have special requirements please e-mail [recruitment@watmos.org.uk](mailto:recruitment@watmos.org.uk) or contact Jen Medza, Human Resources Assistant on 01922 471910.

- The closing date for receipt of applications is **28<sup>th</sup> February 2024**.
- Shortlisting will take place by **1<sup>st</sup> March 2024**.
- Interviews will be held on **7<sup>th</sup> March 2024**.

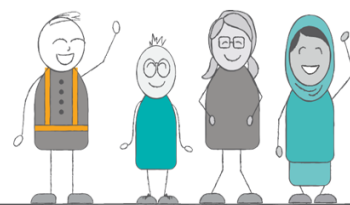
Should you have any questions regarding the application process please do not hesitate to contact me.

All the very best with your application.

Yours sincerely,

*M. Anderson*

Michael Anderson  
**Head of Human Resources**





# Advertisement



**watmos**  
COMMUNITY HOMES

Leading the way in resident empowerment Watmos' unique approach has put it at the forefront of transforming communities, providing great homes and exceeding expectations. We are seeking an outstanding and dedicated individual who shares our passion for improving people's lives.

## Head of Finance

**£55,000 plus many benefits. Hybrid Working.**

**Location: Walsall, West Midlands.**

Are you a skilled finance professional looking for a challenging opportunity to make a significant impact? We are currently seeking a Head of Finance to join our team and play a key role in supporting the Executive Director of Finance and Resources (EDR). If you are a dynamic and results-oriented finance professional with a passion for excellence, we invite you to apply for this exciting opportunity and be a crucial part of shaping the financial future of our organisation.

Key responsibilities include:

- Supporting the EDR by collaborating in the development, implementation and effective management of the Group's financial services, ensuring compliance with statutory obligations and best practices.
- Coordinating the financial control and management of the Group's income and expenditure, effectively managing purchase ledger, sales ledger, nominal ledger, rent ledger, payroll, treasury and fixed asset register.
- Monitoring and maintaining the Assets and Liabilities Register to ensure accuracy and completeness.
- Leading the production of financial statements for all parts of the Group, liaising with external auditors as necessary to facilitate a smooth audit process.
- Contributing to the development of performance policies and procedures and ensuring the highest standards of customer care in all aspects of finance-related work across the Group.

The successful candidate will have:

- CCAB qualification, e.g. ACCA, CIMA, CIPFA, relevant degree or qualified by experience to an equivalent level.
- Experience in a senior finance role and knowledge and experience of financial and management accounting.
- Excellent communication, interpersonal, analytical skills, prioritisation, report writing, I.T. skills and the ability to efficiently use Microsoft Excel at an intermediate or advanced level.

We are genuinely proud of our diversity, our people, our values, our homes and our achievements and you will support our ongoing evolution, inspire trust, encourage, nurture and facilitate people to perform and deliver in an ever-changing environment.

In line with our ethos as an organisation we are committed to creating a diverse and inclusive organisation with a sense of belonging, where everyone knows their opinions matter and their talents can be fully utilised. We encourage applications from those of all backgrounds and strongly value having a workforce that includes people who have different life experiences.

**To complete an online application form and download a recruitment information pack:**

**Visit:** <https://watmos.current-vacancies.com/Careers/Watmos%20VSP-1722>

**e-mail:** [recruitment@watmos.org.uk](mailto:recruitment@watmos.org.uk)

**Write to:** Jen Medza, Human Resources Assistant  
Watmos Community Homes, 116-120 Lichfield Street,  
Walsall, West Midlands, WS1 1SZ

**Closing Date:** 28<sup>th</sup> February 2024





# Job Description

<b>Job Title:</b>	Head of Finance
<b>Department:</b>	Finance
<b>Responsible to:</b>	Executive Director of Resources (EDR)
<b>Responsible For:</b>	Finance Team Leader, Finance Officer x 1
<b>Significant Relationships:</b>	Watmos Group Staff Board and Committee Members Residents Bankers Auditors Customers, suppliers and contractors
<b>Location:</b>	Walsall with some travel to London. Hybrid working.
<b>Special Conditions:</b>	Occasional weekend and evening work and travel to other offices will be required.

## Job Purpose

- Support the EDR with the development, implementation and effective management of the Group's financial services and compliance with statutory obligation and best practice.
- Be responsible for the financial control and management of the Group's income and expenditure ensuring that purchase ledger, sales ledger, nominal ledger, rent ledger, payroll, treasury and fixed asset register are effectively managed.
- Monitor and maintain the Assets and Liabilities Register.
- Lead the production of financial statements for all parts of the Group, liaising with external auditors as necessary.
- Contribute towards the development of performance policies and procedures, which will ensure the highest standards of customer care in all aspects of finance related work across the Group.
- Work within the Group's Equal, Diversity and Fair Treatment Policy, Health and Safety Policy and Customer Service Policies ensuring that these are complied with through all Finance activities within the scope of this role.
- Ensure the activities of the finance function are carried out to the highest standards of integrity and professionalism in accordance with the requirements of the Regulator of Social Housing and relevant legislation.

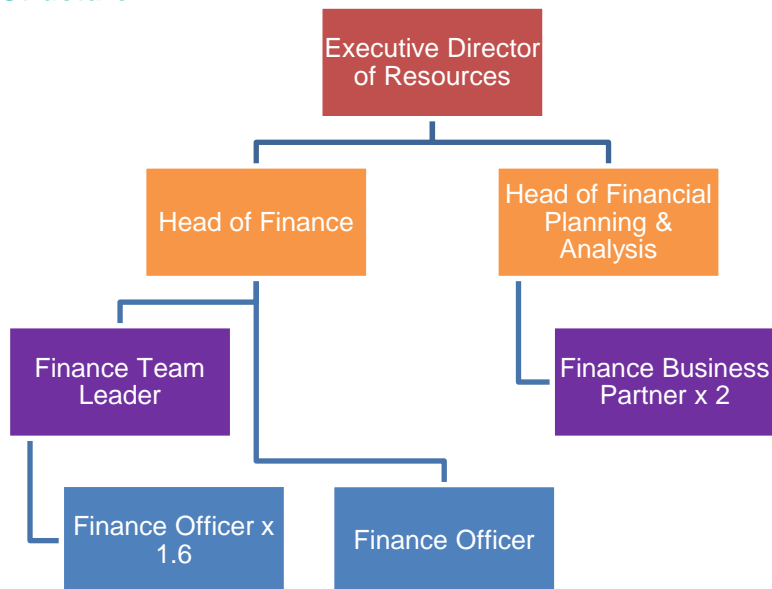






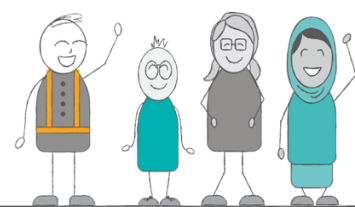
# Job Description

## Team Structure



## Key Responsibilities

1. Actively contribute towards the development and implementation of finance systems. Foster a culture of continuous improvement amongst the team, aiming to streamline processes for increased efficiency and accuracy
2. Manage and review day-to-day finance activities and ensure the effective operation of the group's nominal ledger, sales ledger, and purchase ledger including approval of weekly payment runs.
3. Compile monthly payroll file for submission to payroll agency, review and verify. Submit payroll reports to all third parties. Create payroll invoices and journals. Central point for payroll queries.
4. Prepare the VAT return and relevant working papers.
5. Undertake month end procedures including full balance sheet review. Prepare specific monthly control accounts and reconciliation working papers.
6. Lead the production of financial statements for all parts of the Group, liaising with external auditors as necessary.
7. Create, monitor and maintain a suite of monthly Financial KPIs.
8. Ensure that the quality of the service given to all customers by the finance team is the best possible within the resources available and that up to date and accurate information is provided and communicated to key stakeholders.
9. Ensure that all finance activities comply with all legal, statutory obligations including the Regulator of Social Housing regulations along with implementation of best practice.
10. Make a positive and creative contribution to policy formulation within the Finance Team.





# Job Description

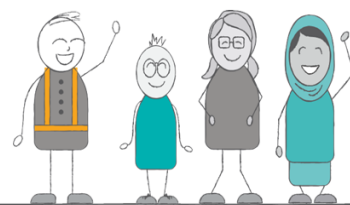
## General Duties

1. I will act in accordance with the provisions of Data Protection legislation (as amended).
2. I will ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies, relevant legislation, codes of practice or contractual obligations.
3. I will comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974.
4. I will act in accordance with the organisation's Health and Safety and Safeguarding policies and to notify my line manager promptly if there are any concerns.
5. I will participate in and undertake with staff I line manager regular one-to-ones/continuous appraisal on Open Blend and undertake any relevant training.
6. I will work in accordance with the organisation's policies, local operating procedures and those of external regulator or professional bodies.
7. The list of duties is not exhaustive; the line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.

## What I value and how I will behave:

I can demonstrate and apply Watmos Values:

- We are stronger together – we value diversity of talents, perspectives and experiences of our people. We work collaboratively to foster creativity, challenge constraints and achieve shared goals.
- We are caring – we work for the wellbeing and safety of our people, showing empathy and understanding. We take responsibility for our environment.
- We are community-focussed – we provide support to develop the skills, health and wellbeing of residents and build the capacity of community groups to help support thriving communities.
- We have integrity – we are sincere and act with honesty and fairness. We keep our promises and are accountable for what we do, how we work and our decision-making.
- We strive for excellence – we constantly review and improve how we do things. We take pride in our work. We make decisions that drive value for money and social impact.
- We are agile – we are adaptable, resourceful, and dynamic. We innovate to rise above challenges and to make best use of our resources.





# Person Specification

		ASSESSED	
		ON APPLICATION FORM	AT INTERVIEW PROCESS
<b>Qualifications</b>			
1.	CCAB qualification, e.g. ACCA, CIMA, CIPFA, relevant degree or qualified by experience to an equivalent level.	✓	
<b>Professional Knowledge and Experience</b>			
1.	Knowledge and experience of management and financial accounting including purchase ledger, sales ledger, payroll and treasury management.	✓	✓
2.	Experience of working in a senior finance role.	✓	✓
3.	Experience of utilising computerised financial systems.	✓	✓
4.	Knowledge of social housing finance.	✓	✓
5.	Working knowledge and skills in financial reporting.	✓	✓
<b>Skills and Abilities</b>			
1.	Commitment to resident management, involvement and empowerment.		✓
2.	Strong analytical skills, including the ability to analyse and present complex data. Ability to use Excel at an intermediate or advanced level and Word.	✓	✓
3.	Able to understand complex financial information and business processes and systems.		✓
4.	Able to plan own workload and prioritise to meet statutory and internal targets and deadlines.		✓
5.	Able to show integrity and maintain confidentiality.		✓
6.	Good written communication skills. Strong report writing skills.		✓
7.	Commitment to fairness, equality and diversity.		✓
8.	Demonstrate enthusiasm, drive and initiative.		✓







# Person Specification

ASSESSED	
ON APPLICATION FORM	AT INTERVIEW PROCESS
<b>Flexibility and Commitment</b>	
1. Commitment to attending evening and weekend meetings and events as required.	✓
2. Willingness to contribute to and be actively involved in Watmos tenant involvement and community empowerment activities and events.	✓
3. Willingness to travel to London and around the UK as required including occasional overnight stays.	✓





# Benefits

## My Pay

- Competitive salaries, which are benchmarked regularly.
- Salary reviewed annually.
- Enrolment into a pension scheme (4% employee contribution, 4% employer contribution). Opt-out available.
- Enhanced maternity, paternity, adoption and shared parental pay.
- Enhanced sick pay for when you really need it.
- Travel to work loans.
- Electric vehicle car lease salary sacrifice scheme.
- Considerable savings via our high street discount schemes – retail, travel, gym and leisure discounts.
- Enhanced travel expenses.
- Additional pay when working away from home for more than a night.
- Free professional subscriptions.
- Free car parking.

## My Wellbeing

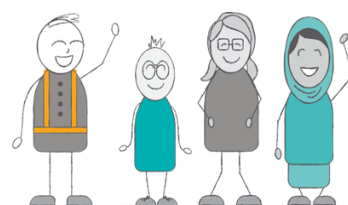
- 25 days annual leave rising to 30 days.
- 8 bank holidays.
- 4 additional concessionary leave days.
- Employee Assistance Programme offering support for home and work issues.
- Interactive wellbeing app designed to enhance your overall wellbeing.
- Access to free 24 hour counselling.
- Cycle to work scheme.
- Free flu jabs, eye tests and occupational health advice.
- Free tea and coffee etc.
- Ongoing assessment of your wellbeing and motivational drivers (work and personal) via 'Open Blend' software.
- A culture that promotes equity, diversity, inclusion and belonging.

## My Flexibility and Work-Life Balance

- Hybrid working (home and office working), where role allows.
- Flexible working depending on your role. Flex your start and finish times.
- Flexi-leave. Additional time off for accrued flexi-time.
- A wide range of family friendly policies.

## My Development

- In-person and online training sessions as well as e-learning, coaching, interactive workshops and external courses leading to a qualification.
- An innovative approach to performance management via the 'Open Blend' software coaching framework, putting the employee and their development at the heart of conversations.





# About Watmos

## Our Mission and Vision

By delivering our corporate objectives we will fulfil our mission, which is our 'core purpose' and our vision, which is what 'we ideally want to achieve for our residents'.

Our mission and vision are set out in the graphic to the right.



### Our Mission

To provide great homes and services, build strong communities and improve people's lives.



### Our Vision

To build a strong community focussed organisation where all our residents can prosper in healthy, safe and vibrant neighbourhoods.

## Our Values

Our values are very important to us; they are our guiding principles driving what we do and how we work to deliver our Corporate Strategy. They reflect who we are and how we want to be seen.

Our values were developed by our Board and staff, and we hope everyone who meets us will agree that we live by them, and they are real. Our values are set out in the graphic to the right.



**We are Stronger Together:** We value the diversity of talents, perspectives and experiences of our people. We work collaboratively to foster creativity, challenge constraints and achieve shared goals.



**We have Integrity:** We are sincere and act with honesty and fairness. We keep our promises and are accountable for what we do, how we work and our decision making.



**We are Caring:** We work for the wellbeing and safety of our people showing empathy and understanding. We take responsibility for our environment.



**We Strive for Excellence:** We constantly review and improve how we do things. We take pride in our work. We make decisions that drive value for money and social impact.



**We are Community-Focussed:** We provide support to develop the skills, health and wellbeing of residents and build the capacity of community groups to help support thriving communities.



**We are Agile:** We are adaptable, resourceful and dynamic. We innovate to rise above challenges to make best use of our resources.

**Link to Corporate Publications:** <https://www.watmos.org.uk/corporate-publications>

