



Lle i Berthyn • A Place to Belong

Recruitment Pack

Director of Finance and Resources



Chief Executive's Introduction

Thank you for your interest in the post of Director of Finance and Resources at Grŵp Cynefin.

This is an exciting period for us as a group, with the new vision 'A Place to Belong', introduced last year, bringing new energy and direction to our work.

We are looking for an experienced, forward-thinking and exacting person to undertake the key role of Director of Finance and Resources.

The successful candidate will lead the way in a varied and exciting role. They will:

- Support organisational transformation across the group.
- Support staff growth and development.
- Increase customer influence at every level.
- Improve the customer experience.
- Provide excellent customer service.
- Strengthen our positive profile on a regional and national level.

The housing sector climate is a challenging one, one of tight governance and scrutiny unlike anything seen before. We are proud to be responding to this with high standards, clear principles and full accountability. The future is an exciting one for us.

We need talented, forward-thinking and dynamic leaders to realise our vision. If you have these qualities, you may be exactly the person we are looking for.

We are looking primarily for a fluent Welsh speaker. But we will consider applicants with some level of Welsh, who are willing to learn Welsh or further develop their existing Welsh language skills.

I'm looking forward to receiving your application.

Gyda diolch,

Mel Evans

Chief Executive, Grŵp Cynefin



Purpose of Grŵp Cynefin

We are an inclusive and effective organisation that provides a place to belong for our staff, tenants and communities.

This is our home, our workplace, where we create relationships, where we support each other.

A Place to Belong: Mission

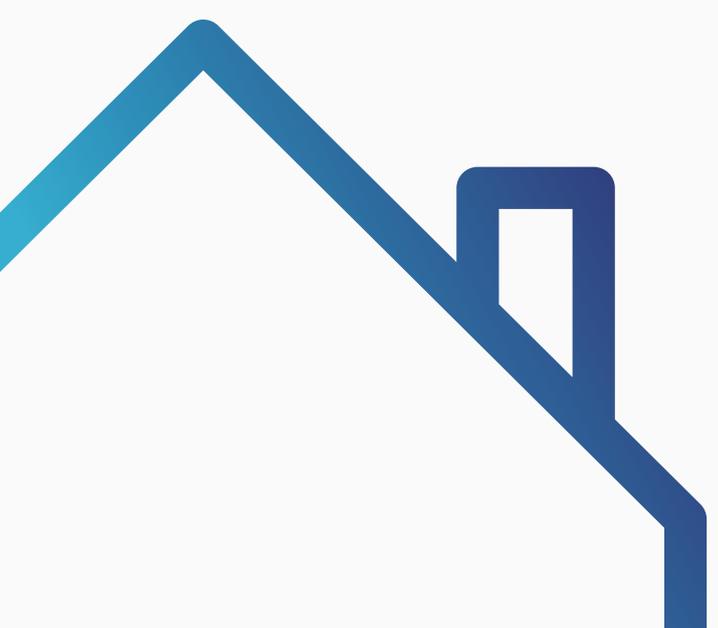
To achieve our purpose, we are continually building on our mission 'A Place to Belong'.

- We will strengthen and celebrate our Welsh culture and identity.
- We will continue to be a community-driven, collaborative organisation, empowering our tenants, customers and communities to thrive.
- We will focus on providing high-quality, safe and comfortable homes by delivering housing services.

A Place to Belong: Core Priorities

Achieving the priorities below will influence our decisions in the future.

- Focusing on providing high-quality, safe and comfortable homes by delivering effective housing services that perform in the upper quartile.
- Driving value for money across the group to ensure the efficient and best use of resources for the benefit of our customers, tenants and communities.
- Embracing the idea of becoming a data-driven organisation through our ambitious Digital Transformation Strategy (DTS), which supports data security, compliance, integrity and innovation, ensuring data-driven decisions.
- Simplifying the operating model to strengthen connectivity across the group to enhance collaboration and maximise our material advantages.
- Developing the leadership capacity of our tenants to play a leading role at the highest levels of the group.
- Becoming an excellent employer by offering purposeful work and flexibility through an ethos of high support and high challenge.



DIRECTOR OF FINANCE AND RESOURCES

Job Description

Accountable to: Chief Executive, Grŵp Cynefin

Department: Executive Leadership Team

Responsible for:

Resources Department

Governance Department

IT Department

Salary: Competitive

Location: Denbigh, Penygroes and working from home.

PURPOSE OF POST:

- The Director of Finance and Resources will be responsible for providing strategic and operational leadership to the Association's Finance and Governance teams, ensuring long-term financial stability, regulatory compliance, and excellent standards of corporate governance.
- As a key member of the Executive Leadership Team, you will actively contribute to the strategic direction and overall performance of the Association.
- You will lead and be responsible for ensuring effective and efficient financial management, treasury and internal governance arrangements across the group.
- You will be responsible for providing accurate, timely and relevant performance reports on the Finance and Governance Directorate to the Chief Executive and Board.
- You will ensure that we provide a high quality service to all our tenants and service users, ensuring that all services under your leadership remain up-to-date and using the voice of our tenants at all levels of the organisation to inform and improve services.
- By managing and leading your teams through a business partnership approach, you will ensure that the central services under your responsibility offer a strong, supportive and visible influence across the whole of the Association.
- Work effectively and collaboratively with the Chief Executive, the Executive Leadership Team and Grŵp Cynefin's Management Board to develop and deliver the group's purpose, mission and strategic objectives.

JOB RESPONSIBILITIES:

Strategic Leadership

- To develop and implement a sustainable financial strategy that supports the Association's business plan.
- Advise the Chief Executive and the Board on financial planning, risk management and investment.
- Contribute to the development of corporate strategy and long-term plans.
- Work closely with other members of the Executive Leadership Team to lead the Association with integrity and honesty and establish and maintain a trusting, inclusive and efficient environment.
- Demonstrate Grŵp Cynefin's values in all aspects of your work and when interacting with colleagues, tenants and stakeholders.
- Demonstrate effective mentoring skills that include active listening, empathy, and a genuine desire to help others succeed.
- Deputise on behalf of the Chief Executive at times.
- Represent the Association on a variety of external bodies as required.

Financial Management

- Ensure sound control of budgets, financial forecasts and cash flow.
- Prepare annual accounts and ensure compliance with relevant accounting standards.
- Oversee borrowing, investment and treasury management arrangements.
- Lead on internal and external audit arrangements.

Strategy and Performance

- Devise strategies and budgets to drive forward the objectives of the Corporate Plan for the growth of our services, and encourage process improvements in order to maximise outcomes and reduce costs.
- Monitor and analyse key business matrix and collaborate with colleagues to develop and improve long-term performance goals and social plans.
- Analyse business performance and use tenants' and customers' ideas and vision to support the delivery of Grŵp Cynefin's Corporate Plan and drive continuous improvement.
- Remain up-to-date with good practice and external trends related to all aspects of the business's corporate success.

Governance

- Ensure compliance with all requirements of the Social Housing Regulators for Wales, including standards, reports and assurance statements.
- Lead on corporate governance arrangements and support the work of the Board and its Committees.
- Lead and sustain the corporate governance framework, ensuring transparency, accountability and best practice across the Association.
- Act as lead adviser to the Board and Committees, ensuring that decisions are based on sound information and in line with strategy.
- Oversee the annual governance cycle, including planning, evaluation of the Board's performance and member development.
- Maintain and develop an effective risk management framework.
- Lead on risk management, ensuring that strategic and operational risks are effectively identified, monitored and mitigated.
- Ensure that policies and procedures are up-to-date and in line with relevant legislation.
- Maintain policies, Standing Rules and the Proxy Scheme, ensuring they are current and legally sound.
- Manage the internal audit programme, ensuring recommendations are implemented and strengthen assurance.
- Promote an ethical, accountable and open culture, ensuring robust internal controls and social compliance.

Information and Digital Technology

- Develop and deliver an Information and Digital Technology Strategy that supports business goals, tenant experience and operational efficiency.
- Lead digital transformation to improve services, streamline processes and increase accessibility and interaction with tenants.
- Ensure that IT infrastructure is secure, resilient and fit for purpose, with robust measures for cyber security, disaster recovery and business continuity.
- Oversee core systems such as housing management, finance, assets and CRM, ensuring they are integrated, reliable and support data-driven decisions.
- Lead on data governance, ensuring quality, integrity and compliance with GDPR and data protection legislation.
- Promote a culture of digital confidence, ensuring staff have the necessary skills and tools to work effectively.
- Use data and digital tools to improve the tenant experience, including self-service options and modern communication channels.

Stakeholder Management

- Work with a range of internal and external stakeholders to build and enhance relationships and promote business growth and sustainability.
- Work with colleagues across the business to drive innovation, support our journey of culture change, be visionary in promoting our values and develop a clear sense of direction for Grŵp Cynefin.
- Liaise with relevant stakeholders to manage business risk, understand the regulatory landscape and ensure a safe and secure society fit for the future.
- Work with lenders, auditors, regulators and key stakeholders.

Managing People and Resources

- Lead and manage the Finance and Governance Team, promoting high performance and professional development.
- Support team management through a “Business Partnering” approach.
- Ensure the effective and efficient use of the Association’s resources.



CORPORATE RESPONSIBILITIES:

Service Delivery

- Deliver work to a high standard, on time and within budgets.
- Respond to internal and external customers in a timely and professional manner.
- Provide advice and support to co-workers / customers.
- Submit regular reports within the responsibilities of the position.
- Comply with all policies and any relevant legislation.

Management

- Direct Line-Management for accountable roles.
- Complete appraisals on time and identifying any development or training needs.
- Manage staff's performance and operate accordingly in any cases of under-performance, but also identify good performance.

Performance

- Deliver work in line with Key Performance Standards.
- Work towards the aims and objectives of Grŵp Cynefin and support the development of an organisation that performs to a high standard.

Policies and Processes

- Work in accordance with all Grŵp Cynefin policies and processes.
- Ensure policies and processes align with legislative, managerial, and well-practiced requirements.
- Support any review and proposal of policy improvements to support continuous improvement.

Financial and Budgetary

- Contribute to effective budget management.

Other

- Represent Grŵp Cynefin effectively externally by conveying a professional and positive image on all occasions.
- Commit to tenant participation in all aspects of work.

The above Job Description is not an exhaustive list of the duties and responsibilities of the position.

Other duties within the scale of the position will be required from time to time in discussion with the Executive Leadership Team.

The job description is reviewed regularly and in accordance with service requirements.

Any proposed change will be discussed with the post holder.

PERSONAL RESPONSIBILITIES:

Operating in line with Grŵp Cynefin's values:-

Transparent We are open, clear, and always act with honesty.

Inclusive We foster an environment where every individual feels valued, respected and supported.

Progressive We are dynamic, resilient, and will confidently meet the challenges and opportunities of the future.

Ensuring confidentiality, security and data integrity.

Promoting and operating in accordance with Health and Safety Policy.

Promoting equality and diversity in all aspects of work.

It is expected that all staff within Grŵp Cynefin operate within our Competency Framework, which are behaviours or skills essential for effective performance:-

- Effective Communication.
- Working as a Team.
- Working Effectively and Efficiently.
- Customer Excellence.
- Continuous Improvement.

MAIN CONTACTS OF THE POST:

Internal: Chief Executive, Executive Leadership Team, Heads of Departments, Managers and staff across Grŵp Cynefin, Board and Committee members.

External: Lenders, auditors, regulators and key stakeholders including Welsh Government and Welsh Housing Partnership.

NORMAL WORK ENVIRONMENT:

Standard office hours including additional hours from time to time to attend meetings outside of office hours.

PERSON SPECIFICATION

DIRECTOR OF FINANCE AND RESOURCES

All criteria are considered essential unless indicated as desirable.

Education and Qualifications:

- Bachelor's Degree in Accounting, Business Studies or Finance.
- A recognised professional qualification in a relevant field e.g. Association of Chartered Accountants (CIMA) or Association of Chartered Certified Accountants (ACCA).

Professional Experience:

- Significant experience in a senior leadership position in a relevant field.
- Significant experience in a senior financial and strategic leadership role.
- Extensive experience of developing and maintaining 30-year business plans and of conducting robust stress tests and implementing mitigation provisions to minimise the potential impact of any emerging risks.
- Proof of the ability to develop and maintain strategic oversight of the Treasury Strategy, ensuring compliance with all regulatory and borrowing requirements including covenants, loans and financing arrangements.
- Previous experience of identifying and reporting risks and liabilities, along with the ability to scan the horizon for potential future risks.
- Experience of working closely with fellow directors and Heads of Department to lead the annual budgeting exercise and ensure comprehensive and clear recommendations to the Board.
- Extensive experience in a customer-centric role with a clear commitment to increasing tenant voice by nurturing their ability to influence decision-making at all levels.
- Fluent in Welsh. The ability to confidently contribute and present orally in internal and external meetings is more important than the ability to write to a high standard.
- Detailed operational information about the Regulatory and Legal Framework affecting housing associations in Wales.
- Proof of stakeholder management experience.
- Proof of leading and inspiring high performance.
- Proof of driving career development and performance management.
- Experience of promoting and valuing diversity.
- Experience of encouraging collaboration.
- Proof of the ability to coach and mentor senior teams.
- Proof of the ability to adapt to changing business requirements.
- Proof of the ability to develop innovative solutions that push boundaries.
- Strong operational knowledge of relevant regulations and guidelines.
- Strong negotiation and influencing skills.

Knowledge and Skills:

- Strong strategic ability and excellent financial analysis skills.
- A solid understanding of corporate governance and risk management.
- Effective leadership and time management skills.
- Excellent communication and influencing skills.
- Ability to work at an operational and strategic level.
- Able to work effectively with a focus on results.
- Able to work well together as part of a team.
- Used to using Microsoft Office effectively.

A full current driving licence

Bilingual (English and Welsh) in the following or higher levels:

Understanding: Able to follow routine work-related conversations, in both languages between fluent speakers.

Speaking: Able to converse in some detail regarding routine work matters in both languages.

Presenting: The ability to contribute and present with confidence in Welsh, in internal and external meetings, is more important than the ability to write to a high standard.

Reading: Able to read and understand general and technical material with a dictionary, in both languages.

Writing: Able to draft routine material, with editing assistance, in both languages.

Personal Values:

1. **Integrity:** acting honestly and transparently in all financial decisions.
2. **Accountability:** accepting responsibility for the financial performance of the organisation and ensuring that correct systems are in place.
3. **Transparency:** communicate financial information at all levels clearly and openly.
4. **Leadership:** leading and developing the Finance and Governance Team, creating a culture of high performance and continuous improvement.
5. **Strategic-thinking:** linking financial planning to the Association's long-term goals and supporting business decisions through data analysis.
6. **Professionalism:** adhering to high professional standards.
7. **Resilience:** managing financial pressures and challenges.
8. **Collaboration:** work efficiently with the Executive Leadership Team and heads of departments to ensure financial alignment.

Summary of Terms and Conditions

DIRECTOR OF FINANCE AND RESOURCES

Type of Contract	Permanent
Salary	Competitive salary
Holidays	30 days a year plus the statutory bank holidays and the period between Christmas and New Year
Travel	Essential car user
Pension	Grŵp Cynefin offers pension provision through the Social Housing Pension Scheme (SHPS)
Probationary period	Six months
Working hours and work arrangement	35 hours per week Monday - Friday
Sick pay	An occupational sick pay scheme is implemented.
Special absences	Five days paid pro rata days in any 12 month period to care for specific dependents. Two days pro rata with pay to get married, to move house, to divorce. Reasonable credit time for medical appointments. Up to 10 pro rata days with pay on the occasion of bereavement. Up to three paid pro rata months to care for a close relative with a terminal illness.
Lifestyle benefits	Access to our wellbeing scheme. Flexible working facilities and the ability to work remotely/working from home if suitable.
Personal Development	If you have professional qualifications and you pay annual professional fees to your membership body, we will pay one of these each year to help you stay connected with the latest information and education from your professional body. We also want all our colleagues to enjoy lifelong learning benefits, so if you work with us we'll invest in you like this too!
Disclosure and Barring Service Check (DBS)	Standard Check

Application, process and dates for your diary

To apply for the post:

- Follow the link to the post via the Grŵp Cynefin website where you will be directed to the Applicant Tracking Portal.
- Upload your CV and your supporting letter of no more than 1500 words, telling us why you are interested in the role and why your skills, knowledge and experience mean you are the right person for the role.
- Complete the equal opportunities monitoring form provided in the Applicant Tracking Portal. The information will be treated confidentially and used for statistical purposes only, and will not be used as part of your application.

Proposed timeline and key stages

Closing date: 29 March 2026

Notification if shortlisted: By 31 March 2026. You will receive an email informing you.

Interview date: w/c 13 April 2026

These dates could change. Please let us know if you have any difficulty with the dates outlined. We try to offer flexibility but this may not be possible outside the advertised selection and interview dates.

Other details

If you are successful, you will need to provide proof of identity and evidence that you are eligible to work in the UK. Any offer will also be subject to a standard DBS check.

We look forward to receiving your application.