



Saxton Bampfylde

Appointment brief

Appointment of Executive Director of Finance & Corporate Services

January 2024

Reference: RAVRB

**NATIONAL
HOUSING
FEDERATION**

01 Welcome

Thank you for your interest in the role of Executive Director of Finance and Corporate Services at the National Housing Federation (NHF).

The NHF is the voice of England's housing associations. Our housing association members provide homes for around six million people and are driven by a social purpose: providing good quality housing that people can afford.

With a general election on the horizon, it is more important than ever that our sector comes together with ambitious, strategic and clear asks of the next government. We've laid the groundwork through our work calling for a long-term plan for housing, and by building strong relationships with politicians of all parties. As the election approaches, we will stand with our members to campaign for social housing and a better, fairer and more affordable future for millions of people.

As a member of the NHF's Leadership Team, you'll play a key part in leading the organisation through this crucial period of time,

Our three-year business strategy sets out our ambition to be the best trade body we can be. The Executive Director of Finance and Corporate Services will lead a directorate that's instrumental in achieving this.

You will be a strategic and engaging leader, nurturing a customer-focused culture across the NHF and championing diversity. You will be effective at building relationships with Boards and senior colleagues and have a transparent and accountable style. Commercially astute, collegiate and driven to succeed, you will ensure the continued financial stability of the NHF.

If you have the qualities we're looking for, and you believe in the importance of social housing, we would love to hear from you.

Kate Henderson, CEO



02 An introduction to the NHF

Housing associations' purpose:

- To provide homes that are affordable to people in housing need.
- To provide safe, good quality homes and services.
- To offer services that enable residents to live well.
- To play our part in building successful places where people want to live.

We are the voice of England's housing associations.

Our housing association members provide homes for around six million people and are driven by a social purpose: providing good quality housing that people can afford.

We support our members to deliver that social purpose, with ambitious work that leads to positive change.

Please take a look at our website, <https://www.housing.org.uk>.

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03 The scale and impact of housing associations

- Housing associations build a quarter of England's new homes, including almost all new social and affordable homes.
- Housing associations have grown from philanthropic roots to provide quality affordable homes for around six million people.
- Housing associations also run vital services like homeless hostels, domestic violence refuges, community centres, training and apprenticeships.
- Housing associations invest any revenue they make back into the people and communities they serve.

You can read more about our members and the huge and critical role they play in the fabric of the UK [here](#).



04 Be part of something important

What do we do?

We deliver positive change for our members by understanding and anticipating the critical issues affecting their businesses and the sector.

We use our knowledge and leadership to:

- shape national policy and create an environment where housing associations can deliver their social purpose; and
- enable collaboration and share insight across the social housing sector.

Strategy

Our work focuses on three themes, outlined in our [2022-25 business strategy](#). They are:

- Supporting our members to deliver their social purpose.
- Building the conditions and culture for housing associations to deliver.
- Being the best trade body we can be.

Our three-year strategy is focused on driving and leading the change our members need to deliver their social purpose.



05 Join our team, make an impact

Job Purpose

- Play a crucial and leading role in the delivery of our mission and vision.
 - Work with the board, Chief Executive and senior colleagues as a member of the Leadership Team and contribute to the corporate leadership and development of the NHF, and the achievement of our strategic plans.
 - Help shape a clear strategic plan of how we need to develop as an organisation to achieve our vision of representing and leading the sector and being an employer of choice.
 - Provide internal and external advocacy for the NHF, alongside other leaders and colleagues.
 - Lead on developing a 'one Corporate team' approach that ensures individual teams within the directorate work cohesively and collaboratively.
 - Be the Director with responsibility for ensuring the NHF's financial stability, overseeing its c.£11m income, and developing financial strategies that will ensure our effectiveness and enable us to deliver our vision.
 - Be the Company Secretary for three group companies and to maintain effective relationships with the Audit and Risk Management Committee (ARMC) and Nominations, Remuneration and Governance (NRG) Committee of the Board to ensure that we are strong on governance, reporting, and business planning, and that organisational risk is addressed, and financial probity maintained.
- Proactively lead the Business Services directorate to deliver effective and high-quality services, that support the business plan objectives.
 - Take the organisational lead for all corporate support functions especially in relation to financial management, risk and governance, people, ICT, health and safety and facilities.
 - Ensure the NHF's Property strategy for commercial income and operational use are developed, maintained and continuously improved.
 - Represent the NHF on other Boards as required.
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06 This broad and vital role

Key responsibilities and duties

- Work with the Chief Executive and other members of the Leadership Team to support effective strategic direction of the NHF.
- Lead, motivate and manage direct reports to ensure that the performance of the teams within the directorate are aligned with the needs of the business.
- Ensure that direct reports receive the development required and have the tools they need to deliver an organisational led corporate service.
- Coach direct reports as and when development needs are identified.
- Prepare annual budget with a forecast income of c.£11m and small surplus.
- Preparation and presentation of timely detailed monthly accounts including reporting to the Audit and Risk Management Committee and deliver finance webinars for all staff.
- Drive all financial planning, analysis performance and risk including budgeting and regular forecasting.
- Preparation of annual Financial Statements and management of the external audit to ensure accounts are clean, accurate and presented in a timely manner.
- Ensuring all tax returns are completed and submitted in a timely manner including corporation tax, PAYE, NI and VAT (including partial exemption calculations.)
- Oversee the preparation and monitoring of NHF's risk register.
- Maintain all policies and procedures for governing the business ensuring that NHF complies with relevant legislation and best practice.
- Manage relationship with NHF bankers to ensure funding arrangements are available for smooth running of business.
- Plan and manage all Board and Committees of the Board including the AGM.
- Manage commercial property lettings income c£900k in line with property strategy.
- Oversee the development, delivery, and maintenance of an appropriate ICT Strategy, which identifies the future direction of the ICT service, infrastructure, and application management, cyber security and governance ensuring compliance with relevant GDPR legislation.
- Oversee the development, delivery and maintenance of an appropriate People Strategy ensuring the NHF meets its people and cultural aspirations, and in doing so, creates an even better place to work for our talented, motivated, and ambitious staff.

Health and safety

Health and safety All staff at the NHF are responsible for strict compliance with our health and safety policies and procedures. All employees are responsible for highlighting concerns regarding health and safety so that suitable action can be taken to rectify the situation.

07 Equality, diversity and inclusion

Our role in EDI

Improving equality, diversity and inclusion (EDI) is key to achieving our ambition of improving trust in our sector. It also goes to the heart of who we are as organisations and what we stand for as a sector. Housing associations are driven by strong social values, but there is more that we can and should be doing to ensure our leadership is diverse, and that our workplaces embrace equality.

We're working with our members, through national groups and networks, to drive a shift in culture in delivering inclusive workplaces.

You can read more about our work in this area, [here](#).

EDI at the NHF

EDI is core to the values of the NHF, and all employees are expected to demonstrate their commitment in line with our EDI strategy, [Who we are](#).

We are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with others, identify challenges, and to discover, design and deliver solutions.



08 Qualities, perspectives and experience we need

The NHF is a values-led organisation and leading in an inclusive and collaborative way is key in terms of promoting those values and ensuring we have a positive impact as an employer, partner and agent of change.

We are champions of diversity and believe in the power of a wide range of backgrounds and ways of thinking to enrich our organisation and our outputs. We welcome applications from people with the widest possible range of backgrounds, personal or professional.

Qualifications and training

Essential

- An accountancy qualification with a strong technical background.

Desirable

- Company secretary qualification.
- Project management qualification .

Experience and knowledge

Essential

- Significant leadership and management experience as part of a senior leadership team.
- An experienced Financial Director and Company Secretary with the ability to build and maintain effective relationships with boards.
- In depth knowledge of corporate finance and accounting policies, laws, taxation, including VAT and best practice.
- Solid knowledge of financial analysis and forecasting.
- Knowledge of:
 - Employment practices and legislation
 - HR/People best practice
 - Health and safety legislation
 - Data protection legislation
 - GDPR and PCI compliance
 - Software licensing and laws governing licensing and computer/data misuse
- Experience of tendering and contracting procedures

Desirable

- Experience of working in a membership / trade body organisation

Skills and abilities

Essential

- Ability to lead in business planning, budgeting, planning and change management
- Effective project management skills with a track record of completing large projects on time and within budget.
- Motivating and inspiring others to success, both within an organisation and externally with stakeholders and partners
- An effective public speaker with the ability to use communication technologies to create impact and make a difference to members • The ability to lead and manage a diverse range of functions.
- An understanding of the key role organisational culture plays in delivering success and demonstrable experience of working in a collaborative way.

Additional requirements of the role

- The ability to demonstrate an understanding of the particular demands of working in a member led organisation with a significant commercial presence.

09 Salary, benefits & flexible working

Salary	£124,060 per annum
Contract	Permanent
Hours	35 per week
Location	Candidates may be based in any location although will be required to travel to London on a regular/weekly basis, as well as attend Events, Board and Committee meetings.
Annual leave	27 days and in addition 3 closure days over the Christmas and New Year period.
Other benefits	In addition, private medical insurance, pension scheme and full details of our range of benefits are outlined here: employee benefits and rewards .



10 Please apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the National Housing Federation on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **RAVRB**.

Click on the 'apply' button and follow the instructions to upload a CV and personal statement, and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Wednesday 14th February 2024**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.





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