



Role Profile

Role Details			
Role Title	Divisional Director – Finance	Section	Finance
Division	Support Services	Report To	Executive Director
Grade/Salary	£100,386 - £114,271	Date Completed	7 March 2025

Company Overview

As one of Scotland's largest construction companies, we provide a range of repairs and maintenance, manufacturing, construction, and refurbishment activities across the public, private and third sectors.

As well as providing the largest construction craft apprenticeship programme in Scotland, we also operate Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe. RSBi employs just under 200 people, more than 50% of whom have a disability.

Our unique social ethos of building a sustainable future underpins our drive to deliver excellence across a wide range of high-quality construction and manufacturing operations. These include Repairs and Maintenance, Design and Build Construction projects, New House Building, major investment and refurbishment, manufacturing and specialist services including district heating, solar thermal and solar PV installations.

Our Values

Community – To build more sustainable communities through social, economic and community engagement.

Trust – To be trusted by our employees, clients, and partners.

Ambition – To do more for our client and partners and provide more opportunities for our employees.

Honesty – To promote at all times in our communication.

Excellence – To deliver quality in everything we do.

Our Mission Statement

To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.

Benefits

As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:

- A rewarding career with a competitive salary.
- Access to contributory pension scheme – Strathclyde Pension Fund.
- Excellent annual leave entitlement
- Enhanced maternity, paternity, and adoption/shared parental leave.
- Access to excellent health and wellbeing initiatives.
- Access to a discounted gym membership.
- Facility to make payments directly from your salary.
- Workplace parking and more.

Role Summary

The Divisional Director – Finance is a pivotal role that reports directly to the Executive Director and key member of the Executive Management Team, leading the organisation to plan, develop and implement the Finance strategy in line with the 5-year corporate strategy. You will be responsible for the delivery and management of the Finance function within City Building including the preparation of the annual estimates and annual accounts process, acting with the delegated authority of the Executive Director ensuring accuracy and sound corporate governance.

The Divisional Director - Finance is accountable for the financial management of City Building. Providing expertise and advice on essential financial management information, including strategic, operational financial and governance matters to the Executive Management Team in a time critical manner.

Leading the development and implementation of financial plans in line with the saving targets set along with guidance to inform the preparation of the financial plans. Participating in the implementation of business change across the organisation, developing business cases, ensuring that objectives are achieved, and resources are secured and organised. To initiate and develop clear outcomes for the business-critical issues facing the organisation including the development of business cases for capital planning, service redesign and financial risk management.

A key part of the role will be to bring influence on business decisions to ensure immediate and longer-term financial implications, opportunities and risks are fully considered; and promote and deliver good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Developing and Implementing Organisational Strategy	<ul style="list-style-type: none">– Establish a process of regular in-year reporting and forecasting, reporting progress to the Executive Director with management accounts for all aspects of the operational budget.– Work collaboratively with the Executive Management Team to achieve the objectives of the organisation.– Identify priority areas for action and contribute to policy development to address these in the short, medium and long-term in a way that draws on a sound theoretical base and personal experience and knowledge of financial management.– Develop medium and long-term financial strategy, through future cost modelling and incorporation of costing for future service developments taking into account uncertainty and risk factors.
Financial Strategy	<ul style="list-style-type: none">– Act with the delegated authority of Executive Director in the compilation of the financial strategic plan and annual revenue budget.– Provide expert advice on policy, legislative and accountancy developments.– Production and management of the organisations financial plans in terms of processes and outcomes ensuring compliance with relevant regulations, local and national requirements to timescales.– Liaise and provide finance advice and guidance on aspects of planning and performance within City Building.

	<ul style="list-style-type: none"> - Lead the implementation of projects in conjunction with the Executive Director and Executive Management Team. - Lead and implement Financial Planning for all areas of the organisation.
Communication and Relationship	<ul style="list-style-type: none"> - Clear and persuasive communication will be required within a range of settings from contentious information communicated on a one-to-one basis to presentations of highly complex information to large groups (internal and external). This will be through a range of different media, including verbal, written reports and presentations. - The post requires excellent relationship skills to enable highly complex information to be shared and associated actions to be agreed. - Internal Audit Committee - to ensure that there is clear understanding of City Buildings' financial position. Support will be provided to allow members to be most effective in taking appropriate decisions such as agreeing budgets - City Building Senior Management Team - to advise and where necessary positively influence senior managers over highly complex and sensitive financial issues and to ensure that robust financial systems and the required level of support are available to them in order to achieve required financial targets and to provide guidance on financial issues and ensure financial objectives are being met. - Sector Head of Performance and Innovation to ensure that the performance process operates to the required standard. - Other Bodies as required (e.g. public involvement/local community groups, voluntary organisations and private providers in relation to financial issues).
Value for Money/ Safeguarding Public Money	<ul style="list-style-type: none"> - Lead in the development of financial governance, control and compliance, operational management of risk, insurance and deliver a comprehensive financial management system for the City Building, acting on behalf of the Executive Director when required - Monitor and advise on the strategic financial implications /considerations of best value.
Health and Safety	<ul style="list-style-type: none"> - To carry out work in accordance with the Health and Safety at Work Act 1974 - To ensure that all Health and Safety requirements are adhered. - Report all Incidents and Accidents at the earliest opportunity. - Ensure a safe working site at all times. - Ensure employee wellbeing is a priority.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> - Comply with and implement all City Building Policies and Procedures. - Act ethically and with integrity.
Key Behaviours and Competencies	
Our Divisional Director – Finance will demonstrate the following behaviours and competencies:	
Behaviours and Competencies:	Includes the Requirement to:
Decisions and Judgement	<ul style="list-style-type: none"> - The Divisional Director - Finance is expected to work autonomously using a high degree of initiative and is required to interpret policies and strategies to ensure that all resource implications are taken into account within the strategic planning of City Building.

	<ul style="list-style-type: none"> - The Divisional Director - Finance will provide critical input and work hand in hand with the Executive Management Team, which will include advice, support and guidance on all financial matters in line with corporate financial frameworks and governance arrangements. - The Divisional Director - Finance will provide critical advice, support and guidance on all financial matters to Executive Management team and play a key role in overall strategic planning in line with corporate financial frameworks and governance arrangements including the setting, monitoring and reporting of performance against targets in conjunction with Heads of Planning. - Analytical and judgemental skills are required to deal with highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options. - This includes the need to take financial decisions where there is no precedent and where leading opinions may conflict <ul style="list-style-type: none"> - The setting and monitoring of multiple targets and objectives. - Plans for projects that impact across City Building including the impact of major service redesign, cost efficiency and savings programmes. - Monitoring impacts from national and local initiatives through participation in key groups and is required to plan activities to ensure that monthly, quarterly and annual financial deadlines are met. - Lead the financial component of delivery of a comprehensive and coherent performance management system, facilitating real performance improvement across City Building, reducing duplication and delivering excellence in governance. - Initiate and deliver professional, consistent and appropriate financial management across City Building, in line with statutory accounting guidance and regulations.
<p>Communication and Relationships</p>	<ul style="list-style-type: none"> - To ensure effective liaison and working relationships with all financial functions within the City Building, Glasgow City Council and Wheatley Housing Group. - Contribute to relevant wider City Building, Glasgow City Council and Wheatley Housing Group planning partnership strategy, overseeing the provision of a robust and effective management accounting service with key service delivery units from partner organisations - The post requires excellent relationship skills to enable highly complex information to be shared and a course of action to be agreed with group members/senior managers.
<p>Systems and Equipment</p>	<ul style="list-style-type: none"> - Responsible for overseeing the design and continued development of reporting processes and systems within Financial and Performance Management to ensure efficient and effective reporting. - Oversee a range of financial and other reporting software products to ensure the timely and accurate provision of complex financial and supporting information to Executive Management Team. - MS Office packages (Word, Excel, PowerPoint, Access and Outlook) - Use of a computer for analysis, interrogation, preparation of financial reports and controls and communication/emails.

Assurance and Scrutiny	<ul style="list-style-type: none"> - Oversee on behalf of the Executive Director the preparation, planning, monitoring, co-ordination and completion of the annual closure of the accounts and the production of the annual financial statements, ensuring compliance with statutory reporting requirements. - Act as point of contact with the External Auditor in respect of the audit of the financial statements and liaising with them during this process. - Ensure that Financial Risk Management is properly addressed.
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Person Specification

Knowledge and Attributes:

- Knowledge of the development agenda facing City Building.
- Comprehensive knowledge of tools and techniques for strategic financial support and development.
- Critical appraisal skills.
- Highly effective numeracy/ data interpretation
- Demonstrable and facilitative leadership skills.
- Excellent communication and inter-personal skills, including sensitivity, tact and political astuteness.
- Honesty, integrity and with high professional standards
- Self-starter.
- Values driven.
- Team player.
- Ability to work on own initiative.
- Record of continuous professional development (CPD)

Requirements

Qualifications/Licence/Certification/Experience level...

Essential

- Degree or equivalent level qualification relation to Finance.
- Proven record at a senior level in the delivery of a financial service at a strategic level.
- Membership of a CCAB professional body, CIMA or overseas equivalent.
- Evidence of continuing, relevant, professional and personal development.
- Extensive experience in a senior role within a complex or multi-agency / disciplinary financial management environment, with practical experience of applying strategic planning and performance tools.
- Experience of overseeing the production of annual accounts for a large/complex organisation.
- Leadership and influencing skills.
- Proven track record in collaborative working that produces results within dynamic, and participative decision-making environments.
- Proven track record in developing structures and systems to support the attainment of organisational goals.
- Managerial competencies including excellent team-working, experience of managing staff, negotiation and communication skills and strong decision-making skills
- Experience of working/ function at a strategic level within an organisation, with strong persuasive and influencing skills and the ability to present ideas and proposals effectively at a senior level.

Desirable

- Evidence of well-developed knowledge and understanding of the strategic issues facing organisations such as City Building, Glasgow City Council, Wheatley Housing Group and other respective subsidiaries.
- Management qualification.
- Experience of working at a senior level within a local authority.

Interdependencies

- Executive Management Team
- Senior Officers of Wheatley Housing Group, and Glasgow City Council
- Board Members
- Senior Leadership Team
- Divisional Managers/ Operational Teams within City Building
- Stakeholders such as banking representatives, auditors etc
- Finance Team
- All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.