YMCA BRIGHTON

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Director of Finance, IT and Asset Management

Central Services - Brighton

Job Description & Person Specification

Role Overview

The Director of Finance, Assets and Business Intelligence is a strategic member of the Senior Leadership Team, responsible for leading YMCA Brighton's financial sustainability, asset management, business intelligence, digital infrastructure and corporate support functions. The postholder provides organisational leadership across finance, property assets, IT and data, ensuring robust governance, regulatory compliance and effective systems that enable the organisation to achieve its charitable objectives and long-term growth ambitions.

Working closely with the CEO, Board and senior colleagues, the Director leads financial planning, business strategy and investment decision-making, ensuring resources are managed effectively and organisational risks are understood and controlled. The role is also responsible for overseeing YMCA Brighton's property portfolio as a Registered Provider of Social Housing, driving asset performance, compliance and investment planning.

As the organisation's lead for digital transformation, data and business intelligence, the Director ensures that technology, systems and information support innovation, operational excellence and evidence-based decision-making. The postholder provides strong leadership to teams within the directorate, fostering a culture of accountability, collaboration and continuous improvement while promoting YMCA Brighton's values and mission.



Job title	Director of Finance, IT and Asset Management
Reporting to	Chief Executive Officer
Responsible for	Finance Manager (responsible for two Finance Officers) Data and Performance Lead Health and Safety Lead Property Services and Repairs Lead (responsible for four Property and Maintenance Operatives)
Location/Project	Central Services - Brighton



Key Responsibilities:

Strategic Leadership

- Contribute to the strategic leadership of YMCA Brighton as a member of the Senior Leadership Team.
- Strategic responsibility for finances, asset management and business intelligence within YMCA Brighton Lead the development and implementation of organisational strategies relating to finance, property assets, IT and data.
- Ensure the organisation has robust systems and controls to support growth, sustainability and regulatory compliance.
- Act as an organisational lead for business planning, scenario modelling and long-term financial sustainability planning.
- Represent YMCA Brighton in sector networks and partnership forums as relevant to the role.

Financial Leadership

- Lead the strategic management of YMCA Brighton's finances.
- Ensure effective financial planning, budgeting, forecasting and cash flow management.
- Oversee production of management accounts, statutory accounts and regulatory returns.
- Develop long-term financial strategies to support organisational objectives and investment requirements.
- Ensure compliance with charity, company, housing and tax regulations.
- Lead the proactive management of rental and service charge income
- Lead treasury management, banking relationships, loan management arrangements and insurance.
- Oversee procurement and value-for-money strategies.
- Support budget holders to make informed financial decisions.
- Advise the Board, Finance Committee and Executive Team on financial matters, including regular financial reporting and analysis.

Asset Management and Property Strategy

- Lead the organisation's strategic Property management function to meet compliance as a Registered Provider of Social Housing.

- Develop and implement the Asset Management Strategy and related investment plans.
- Oversee compliance with regulatory requirements in relation to property condition and repairs.
- Oversee and maintain accurate stock condition information to inform lifecycle investment planning.
- Ensure that YMCA Brighton delivers an effective repairs and maintenance service that delivers to internal standards.
- Ensure property investment decisions are informed by financial and performance data.

IT, Data and Digital Transformation

- Lead YMCA Brighton's digital and technology strategy.
- Ensure IT systems are secure, reliable and fit for purpose.
- Oversee cyber security, data governance and digital risk management.
- Ensure effective use of data and business intelligence to inform decision-making across the organisation.
- Work with the Data & Performance Lead to strengthen organisational performance reporting and insight.

Governance, Risk and Compliance

- Provide assurance to the CEO and Board on financial and asset-related risks.
- Maintain effective internal controls and risk management arrangements.
- Ensure compliance with legislation and regulatory obligations in relation to the organisation's finance, asset management and IT functions.
- Lead on business continuity arrangements relating to finance, technology and assets.

Leadership and People Management

- Provide leadership, support and development to teams within the directorate.
- Foster a culture of accountability, collaboration and continuous improvement.
- Promote organisational values and behaviours.
- Ensure effective workforce planning and succession planning within the directorate.



Person Specification

Experience

Essential:

- Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent). Evidence of continuing professional development.
- Significant senior leadership experience in finance.
- Experience within social housing, supported housing, charity or public sector organisations.
- Experience of developing and implementing organisational strategy.
- Experience of leading multi-year financial planning and annual budgeting and forecasting.

Desirable:

- Experience of working with regulators.
- Experience of and IT strategy implementation.
- Experience of stock condition, decarbonisation or sustainability programmes.
- Experience of leading procurement and value-for-money initiatives.
- Experience of leading service improvement and organisational change programmes.
- Experience of property management or property investment planning

- Experience of presenting complex financial matters to Boards or governing bodies.
- Experience of managing organisational risk and governance.
- Experience of managing senior staff and multidisciplinary teams.
- Experience of treasury management and loan compliance.
- Experience of transformation and change management

Knowledge, Skills & Abilities

Essential:

- Strong understanding of financial management principles and controls.
- Knowledge of strategic business planning.
- Understanding of governance and risk management.
- Understanding of performance management and business intelligence.
- Strong commercial awareness and strategic thinking capability.
- Ability to translate complex information into clear recommendations.
- Excellent leadership and influencing skills.
- Ability to manage competing priorities in a complex environment.
- Strong problem-solving and decision-making capability.

Desirable:

- Knowledge of the regulatory framework for Registered Providers.
- Knowledge of supported housing and homelessness services.
- Understanding of social housing asset management.
- Knowledge of sustainability and decarbonisation requirements.
- Knowledge of data protection and cyber security principles.

- Ability to build effective relationships with a wide range of stakeholders.

Personal Qualities

Essential:

- Demonstrate commitment to YMCA Brighton's values and mission.
- Be collaborative and solutions focused.
- Display integrity, accountability and professional credibility.
- Be resilient, adaptable and comfortable working in a changing environment.
- Take an initiative-taking and strategic approach to leadership.
- Have a commitment to equality, diversity and inclusion.
- Be passionate about improving outcomes for people experiencing homelessness and housing need.



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What Drives Us at YMCA Brighton

Our vision, mission and values shape everything we do to help people thrive in Brighton & Hove.

Our Vision

Working together to create an inclusive community where everyone can belong, contribute and thrive.

Our Mission

We provide the home, the community and the services that equip people to overcome barriers and achieve their aims.

Our Values

- Compassion
- Community
- Empowerment

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