



PCHA

CONNECTING COMMUNITIES

Recruitment Pack

**CHAIR OF FINANCE, AUDIT & RISK
COMMITTEE**

April 2024

Welcome from the Chair, Cathy McCarthy

Dear Applicant,

Thank you for your interest in the role of Chair of the Finance, Audit and Risk Committee at PCHA. This is an exciting opportunity for the right candidate to join the Board and make a real difference to the organisation during a significant period of growth and change.

PCHA is a small community based housing association, with 413 homes, working in the London Boroughs of Bromley and Bexley. Our aim is to make a difference every day and have a positive impact on both the lives of our residents and within the communities in which we work. We are committed to working in partnership with our residents to ensure that their tenancies, and our communities, are sustainable. People are very much our business and our small but passionate Board and staff team are undoubtedly our greatest resource. We like to work hard but have fun whilst we do it so it's a great organisation to be part of.

We are in an exciting phase of our future. Having completed a merger in March 2023, we are now entering into a partnership with the London Borough of Bromley to manage their housing stock on their behalf. This is an additional 300 homes, including some temporary accommodation, with more homes in the pipeline and represents a major long term contract for PCHA.

Additionally we are ambitious for growth and plan to develop approximately 40 new homes over the next 5 years or so whilst not losing sight of our current residents and homes. The next 12 to 18 months will see significant change and so we need staff and board members who thrive in a fast-paced environment. We believe we punch above our weight and want a Board that can do the same!

We are working in an ever changing and challenging environment and your contribution in addressing this and improving services will be critical. The last two years have been a period of significant change and you will be integral to helping to embed this change and shape our future.

We have a committed and enthusiastic staff team and Board and we need a skilled and committed Chair of FARC to support the Chair and Board to meet the challenges ahead.

We are keen to hear from people with experience of finance, risk management and internal controls assurance.

If you have any initial queries about the role please contact Karen, our Chief Executive, on karen@pcha.co.uk or 020 3434 5331

I would like to wish you every success in your application

Best wishes

Cathy

Cathy McCarthy

CHAIR



About PCHA – Vision and Values

Our Vision

We are an ambitious local housing association that strives to deliver homes and services we can be proud of. We aim to make a positive impact and work collaboratively with our residents and communities to support them to thrive.

Our Values

Acting with Integrity

- We communicate in an open, honest and transparent way
- We do what we say we will and keep our promises
- We are accountable for our decisions and take responsibility for our mistakes

Being Ambitious

- We seek to deliver a broader range of services to meet the needs of more people in our community
- We are prepared to take appropriate risks to drive improvement and growth
- We are creative, forward thinking and open to new ideas
- We embrace change and respond positively to new opportunities

Striving for Excellence

- We will work inclusively and innovatively to continuously improve
- We are people focused and aim to tailor our approach to the needs of individuals
- We support residents in a holistic way, supporting them to thrive
- We strive to be proactive, solution orientated and go the extra mile
- We continually challenge ourselves to improve our performance
- We seek to make sound business decisions and be well governed and managed

Working in Partnership

- We build strong and positive relationships based on trust and mutual respect
- We strive to create a culture of collaboration and shared accountability

Behaving with Respect

- We behave in a fair-minded and non-judgemental way
- We value the individuality and diversity of our residents, staff and communities
- We are inclusive and respectful in the way we work
- We celebrate difference, believing everyone is unique
- We have a zero-tolerance approach to discriminatory behaviour

Being Kind

- We treat each other with compassion and kindness
- We encourage open conversations about mental health and well being

...Making a Positive Impact

Strategic Objectives 2024-2026

Our Services

- ❖ *Providing excellent services we are proud of*
- ❖ *Doing the Basics brilliantly*
- ❖ *Putting residents at the heart of what we do*
- ❖ *Working positively and holistically with residents to help them to sustain their tenancies*

Our Homes

- ❖ *Providing and maintaining homes we are proud of*
- ❖ *Providing homes that are decent, safe and green*
- ❖ *Delivering more rented homes for the local community*

Our Community

- ❖ *Making a positive impact in the wider community*
- ❖ *Work in partnership with others to proactively support our residents and local community*

Our Business

- ❖ *Being a modern, agile, resilient and forward-thinking business*
- ❖ *Maintaining financial strength, ensuring we have the resources to deliver our objectives*
- ❖ *Driven by our vision and values*

Our People

- ❖ *Building strong and positive relationships based on trust and mutual respect*
- ❖ *Creating a culture of collaboration and shared accountability*
- ❖ *Being agile, light of foot and resilient in the way we work*

Our Governance and Structure

PCHA is registered under the National Housing Federation's 2015 model rules. We have adopted the Federation's Code of Governance (2020 edition).

The Board has a maximum of 12 members. Our Board currently has nine members, including our Chief Executive who is a non-shareholding executive member. Two of our current board members have completed their 6 year terms and are due to retire in September; this includes the current Chair of FARC.

Together members have a broad range of relevant skills and expertise. The skills and experience of the Board are reviewed periodically to ensure that we have the right mix to meet both current and future needs.

Board membership at 31st March 2024

Cathy McCarthy	Chair
Rowann Limond	Chair of Finance and Audit Committee
Alan Begg	
Richard Ellis	
Sarah Chatfield	
Simon Oelman	
Graham Littlewood	
Andrew Green	
Karen Cooper	Chief Executive

Our board activities are supported by the Finance, Audit & Risk Committee (FARC); this committee currently has 3 members.



The Board meets quarterly (Tuesday evenings 5-7pm) and these meetings are online. Additionally, the Board normally has 2 strategy days per annum and these are normally held in person in our Bexley office. Finance, Audit & Risk Committees are also held quarterly and are also online. All board and committee papers are published via our web portal, Convene.

Board and Committee Code of Conduct

As a member of the board, all members agree to:

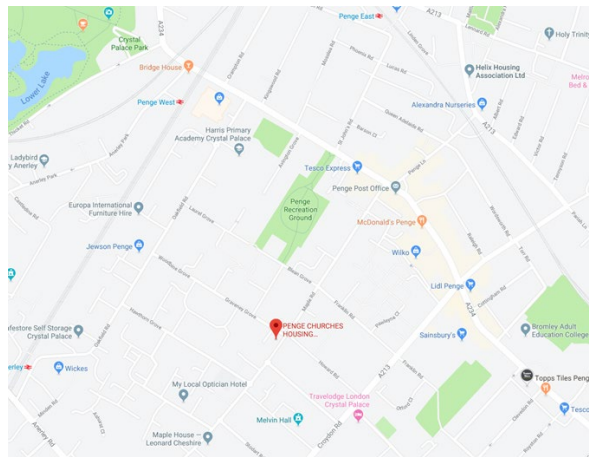
- Fully support the vision, values and objectives of PCHA at all times
- Make a commitment to the board and adhere to it; this means attending board meetings and other events unless there is an emergency. Board and committee meetings are set a year in advance so it is expected that board members put these dates in their diaries and commit to these dates as far as possible.
- Give apologies and submit any comments as soon as possible if an emergency crops that means they are unable to attend a meeting.
- Prepare properly for meetings by reading the papers and other documents.
- Be willing to contribute in a positive and constructive manner.
- Operate at a strategic level, raising questions and comments that are both strategic and relevant.
- Promote equality and diversity at all times.
- Act in the interests of PCHA as a whole and ensure private or personal interests do not influence decisions.
- Learn about PCHA's business and the wider sector and be prepared to develop their own knowledge and skills that might be relevant to governing PCHA.
- Not use position as a PCHA board member for personal gain.
- Declare any conflict of interest, and if appropriate withdraw from voting or be prepared to stand down from the board if necessary.
- Recognise and value individuals' differences and strengths and foster an environment where all members feel they can contribute.
- Work as a team, encouraging and valuing contributions from others, seeking consensus and accepting compromise where appropriate.
- Respect others' views and opinions, acting in a way that is non-judgemental and non-confrontational.
- Act as an ambassador for PCHA, representing the Association in public.
- Adhere to PCHA's policies at all times.
- Operate within the rules and policies laid down by the board.
- Not contact or give any statement about PCHA to the press or any other external body without express permission from the Chair.
- Accept and abide by any corporate decisions made by the board whether you are present or not. Not revisit decisions that have been made previously.
- Not bring PCHA into disrepute in any way.

Our Staff

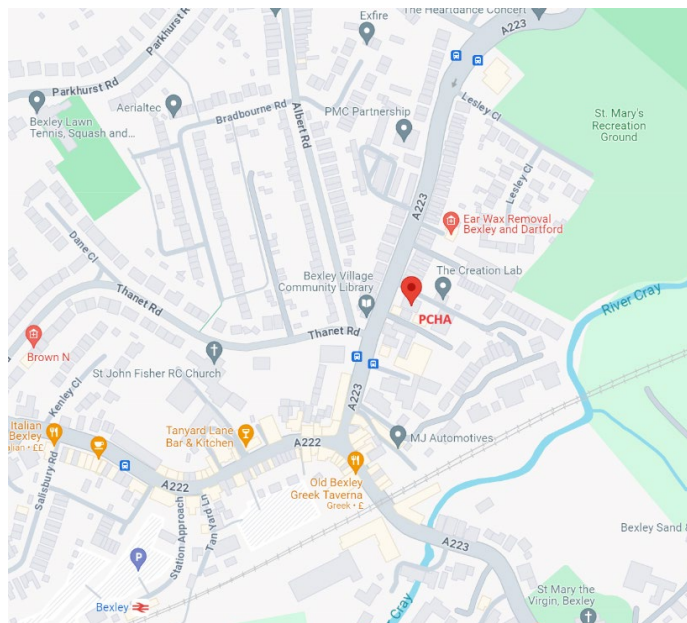
We employ 14 staff, 7 of whom are part time. The staff team will be expanding significantly over the next few months to accommodate the new Bromley contract. Karen Cooper, our Chief Executive was appointed in 2016. Karen has over 32 years experience in housing, having worked as a Chief Executive and Director for several housing associations, and as a freelance housing consultant since 2006.

Our Offices

PENGE – Based in Penge, SE20, our current office is within a 10 minute walk of Penge East. Penge West and Anerley Stations, with shops and amenities just a few minutes walk away. Close to Beckenham, Bromley town and Croydon, our office is easy to reach by car and there is plenty of free on-street parking.



BEXLEY – Based in Bexley Village, DA5, our current office is within a 5-minute walk of Bexley station, with the shops and cafes of Bexley close by. We have parking on site.



FARC CHAIR Job Description

Role Overview: As the Chair of the Finance, Audit & Risk Committee, you will play a pivotal role in ensuring the financial health, accountability, and risk management of PCHA. Reporting directly to the Board you will lead the committee in providing strategic oversight, guidance, and recommendations to safeguard the association's financial assets, reputation and integrity.

Key Responsibilities:

1. Leadership and Governance:

- Provide leadership and guidance to the Finance, Audit & Risk Committee in fulfilling its responsibilities effectively
- Ensure adherence to the Terms of Reference and Board's Code of Conduct
- Ensure that the Committee follows the recommendations of the NHF Code for Excellence in Governance
- Ensure adherence to relevant regulations, laws, and best practices in financial governance and risk management
- Report to the PCHA Board on the Committees activities and recommendations

2. Financial Oversight:

- Review and monitor the association's financial performance, budgets, and financial forecasts
- Review and approve PCHA's business plan
- Assess the effectiveness of financial controls, policies, and procedures
- Provide strategic advice on financial matters to the Board
- Ensure the Committee reviews and monitors PCHA's Value For Money strategy and self assessments

3. Audit Management:

- Oversee the selection and engagement of external auditors
- Review audit reports, findings, and management responses
- Ensure implementation of audit recommendations and follow-up on corrective actions

4. Risk Management:

- Identify, assess, and mitigate financial and operational risks facing PCHA via the strategic risk map
- Review risk management policies and procedures, ensuring alignment with organizational objectives
- Monitor risk management activities and report findings to the Board

5. Committee Operations:

- Plan and conduct regular committee meetings, setting agendas, and facilitating discussions
- Foster open communication and collaboration among committee members and relevant stakeholders
- Ensure accurate records of committee proceedings and actions taken are maintained

6. General:

- To represent PCHA at external events where appropriate

Person Specification

- Extensive experience in finance, accounting, or related fields, preferably in the housing sector
- Proven track record of leadership and governance in a committee or board setting
- Strong understanding of financial management principles, risk management, and internal controls
- Knowledge of regulatory requirements and compliance standards applicable to housing associations
- Excellent communication, interpersonal, and decision-making skills
- Ability to work collaboratively with diverse stakeholders and promote a culture of transparency and accountability

Benefits

- Remuneration of £3k per annum
- Reasonable expenses
- Training and development opportunities
- Opportunity to make a meaningful impact on affordable housing provision in the local community
- Engage with a dynamic board committed to improving the lives of PCHA residents

Advert

CHAIR - FINANCE, AUDIT & RISK COMMITTEE

£3,000 per annum (approximately 15 days per annum)

PCHA is a successful, small community-based registered provider of social housing in the London Boroughs of Bexley and Bromley. We own and manage 413 homes and we are passionate about working together with our residents and making a positive impact on our community.

We are in an exciting phase of our future. Having just completed a merger in 2023, we are about to enter into a major contract to manage a further 300 homes on behalf of the local authority. We are seeking a new FARC Chair who can provide leadership, support and challenge to enable PCHA deliver its vision and corporate objectives in an ever-changing operating environment. You will play a pivotal role in ensuring the financial health, accountability, and risk management of PCHA, protecting our viability, reputation and integrity.

We are looking for someone with strategic financial experience, with leadership and governance experience and a passion for making a real difference. The successful candidate will have:

- extensive experience in finance, accounting, or related fields, preferably in the housing sector.
- a proven track record of leadership and governance
- a strong understanding of financial management principles, risk management, and internal controls.
- knowledge of the sectors regulatory requirements and compliance standards
- excellent communication, interpersonal, and decision-making skills.
- the ability to work collaboratively and promote a culture of transparency and accountability.
- IT skills and willing to embrace new ways of working

The time commitment for the role position is approximately 15 days per annum (including preparation time etc.). The remuneration is £3k per annum plus expenses. Board and committee meetings are normally held online with

strategy days held in person. There are 4 Board meetings plus 2 Board awaydays per annum and 4 Finance, Audit & Committees.

If you are interested in this role and would like to have an informal chat, please contact Karen Cooper, Chief Executive, on 020 3434 5331 or karen@pcha.co.uk

Visit www.pcha.co.uk to find out more about us and download the recruitment pack.

Closing Date is 9am on Monday 29th April 2024

How to Apply

To apply for the Chair role at PCHA, please submit your CV **and** a supporting statement, ensuring that you provide information in respect of all of the following key areas:

CV:

1. Contact details
2. Qualifications/Education
3. Employment history, including your key achievements
4. Governance experience
5. Two referees – one of whom should be your current/most recent employer

Supporting Statement:

6. Experience / knowledge / skills – and how you meet the person specification
7. Your motivation/ Why you are interested in the role

CVs alone will not be accepted.

We ask that applications are in minimum font size 12 and **no more than 8** pages in total.

All applications must be submitted by email **to Karen Cooper at karen@pcha.co.uk**

Completed applications must be received by **9am Monday 29th April 2024**

First Interviews: week commencing 13th May

