

Job Description

Job Title	Chief Executive Officer
Area/Department	Retired Ministers Housing Society

Governance & Compliance

1. Act as Company Secretary to URC RMHS Ltd.
2. Ensure appropriate and timely reporting to the Financial Conduct Authority.
3. Act as Secretary to the Retired Ministers Housing Sub-Committee.
4. Amend, as required, the governing documents of the Society.
5. Ensure that systems and processes are in place for the financial management of RMHS, including the maintenance of financial records and the preparation of annual accounts.
6. Together with the Trustees, to ensure that the charity acts within its objects and functions within the legal, charitable and financial requirements of a charitable company, acting in the best interests of the charity and its beneficiaries at all times.
7. Maintain a risk management register and advise the Trustees of key risks and mitigating actions to address them.
8. Ensure that the Society responds appropriately to the Ombudsmen at all times.
9. Ensure the property portfolio is legally compliant at all times with appropriate internal audit procedures in place.

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8. Ensure all activities comply with relevant legislation and regulation e.g. Financial Conduct Authority [Role specific].

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list, and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Updated August 2024

PERSON SPECIFICATION

Job Title:	Chief Executive Officer (RMHS)
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Requirements	Essential	Desirable	Measurement
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<p>Skills and Abilities</p>	<p>10. MS Office, particularly Outlook, Word, Excel, Access to intermediate level.</p> <p>11. Able to Lead and motivate</p> <p>12. Able to think strategically and formulate short and long- term plans</p> <p>13. Highly organised with good attention to detail.</p> <p>14. Negotiation skills.</p> <p>15. Good interpersonal skills.</p> <p>16. Excellent written and oral communication skills</p> <p>17. Sound judgement in assessing the needs of applicants and providing solutions.</p>	<p>x a 'pastoral' sensitivity in discussions with existing and prospective tenants and URC staff in synods</p>	<p>Application form/Interview/ Test</p>
<p>Other</p>	<p>18. Willing to travel within the United Kingdom.</p> <p>19. Willing to work within the Christian ethos of the URC.</p>		<p>Application form/Interview</p>