

Job description

Job Title	Head of Acquisitions
Reports to	Director of Integration
Responsibilities	<ul style="list-style-type: none"> Commencing discussions with Housing Association(s) as necessary at project initiation stage for target companies that provide supported living services, working closely with the Head of business partnering to develop financial models, and liaise closely with the operations team in their sign-off of operational structures considering cost savings vs risks Working with the local Operations team, Finance team, Quality & Compliance team, People team, IT team and other key functional representatives throughout the due diligence and integration process to ensure that each work stream is meeting project target timelines Working with members of the finance team, leading the assessment of opportunities and conversion of agreed opportunities into Achieve together's portfolio Work closely with New Developments team and bid/ tenders to update on potential growth opportunities Working closely with the vendors of all target companies, assigned brokers and lawyers to ensure that projects are delivered within agreed timescales Working with the Head of Business partnering and operational lead to build financial models, considering forecasts and synergies Overall responsibility for pre-acquisition and post-acquisition plans / meetings <p>Additional Duties: It is the nature of the work at Achieve Together that task responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises in order that tasks which are not specifically covered in their job description are covered.</p>
Accountabilities	<ul style="list-style-type: none"> Leading all post-acquisition reviews including the planning and production of reports presented to review teams Leading the appraising of acquisition opportunities to confirm suitability/ progression Lead the operational due diligence process (as part of the overall due diligence process) in conjunction with support functions and operational teams Leading the acquisition project control groups for agreed acquisition targets (including members of the Finance team, People team, Operational teams and other key functions) to ensure successful integration Leading the successful integration of post acquisitions plans to ensure delivery against the business plan Providing leadership to and managing members of the Acquisition Team, providing mentoring / coaching to ensure delivery against targets and their own professional development Establishing and leading Project Control Groups (to meet regularly) of all key stakeholders to oversee projects from commencement of the project and throughout the integration stage Line Management and development of the Acquisition and Project Manager(s) and the Acquisition Integration Officer Produce operational due diligence reports and contribute to the development of board and acquisition investment memos, highlighting risks and mitigations Providing an objective due diligence report on: (a) level of support provided versus contracted requirements; (b) fee levels for the particular cohort people we support

	<ul style="list-style-type: none"> • Providing oversight to, and ensuring successful completion of the Day 1 audit of field assets including petty cash, fleet condition and people we support funds • Completing operational due diligence in the initial stages up to the point of completion • Assessing risks and identifying opportunities to reduce and / or mitigate risks through the management of the acquisition risk register • Developing comprehensive integration plans for all agreed acquisition targets
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Person Specification

Knowledge and Experience	<ul style="list-style-type: none"> • Excellent IT literacy, including proficiency with the Microsoft Office suite • Excellent leadership and communication skills • Excellent relationship development and negotiation skills • Excellent time management skills, able to manage a busy diary and deliver against a challenging set of priorities • Excellent collaboration skills, able to develop relationships and partnerships with key stakeholders (internal and external) • Team Management experience • Project Management skills and experience • Experience in conducting and reporting due diligence and audits against policies and procedures.
Qualifications & Requirements	<ul style="list-style-type: none"> • Work in a way that reflects Achieve together's vision, purpose and values and promotes best practice • Uses initiative, works autonomously, is delivery focussed, and takes accountability for themselves and their team • Ability to work within a team environment, but also to be able to work independently • High emotional intelligence • Ability to work in an agile environment • A willingness to travel across the UK, including nights away, as required • Professional degree qualification in a relevant discipline (desirable) or equivalent • This role will require a satisfactory enhanced DBS check.

