



## ASSISTANT DIRECTOR OF FINANCE

### JOB PROFILE

<b>Salary :</b>	Band 9B
<b>Reporting to:</b>	Chief Financial Officer
<b>Numbers of Staff Report to Postholder:</b> 3 direct reports, team of 15 in total	
<p><b>Purpose</b></p> <p>Leads on:</p> <ul style="list-style-type: none"> <li>• developing a successful Finance Team,</li> <li>• business plan modelling for all Group companies,</li> <li>• financial evaluation of Southway's commercial property and joint venture investments,</li> <li>• the external audit process and actioning audit findings,</li> <li>• ensuring effective performance of the Finance Team.</li> </ul> <p>Oversees:</p> <ul style="list-style-type: none"> <li>• financial assessment and performance reporting of development projects and property sales,</li> <li>• management of cash flows, loan draw downs, covenant compliance, security arrangements,</li> <li>• accounting and budgetary information reporting across the Group,</li> <li>• preparation and submission of regulatory and taxation returns,</li> <li>• the work delivered by the Customers and Suppliers section of the Finance Team.</li> </ul>	

<b>Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Lead the Finance Team developing effective behaviours which reflect Southway's values: caring, committed and successful together.</li> <li>2. Prepare the Southway Group and individual company Business and Resource Plans using Brixx software.             <ul style="list-style-type: none"> <li>• Track funding commitments, development capacity and loan covenant compliance.</li> <li>• Undertake sensitivity analysis and scenario/stress testing of variables. Quantify the impact and model mitigation measures in response to this analysis.</li> <li>• Draft reports for review by the Chief Financial Officer and consideration/approval by company Boards and Audit and Risk Committee.</li> </ul> </li> <li>3. Oversee the evaluation of new investment and development opportunities. Review scheme appraisals ensuring projects meet set criteria.</li> <li>4. Oversee the financial monitoring of the development programme, which accurately forecasts and advises the consequences of revised cost/grant/sales projections.</li> </ol>

5. Oversee the Group's treasury management arrangements, investment deposits, short/medium term cash flow requirements and the timing of loan drawdowns. With support from external advisors review the Group's treasury and investment strategy and policies.
6. Support the Chief Financial Officer during the loan refinancing process - carrying out a review of the securitisation and valuation of housing assets prior to raising additional borrowing.
7. For all companies in the Group oversee preparation of timetabled management accounts, quarterly Board/Committee reports, annual budgetary information, and the year end statutory accounts. Lead on the reporting of financial information to Southway Plus Board.
8. Organise the annual external audit and ensure audit findings are actioned.
9. Oversee the preparation and submission of tax returns to HMRC, and the procurement of the tax advisors for the Group.
10. Oversee the work delivered by the Customers and Suppliers section of the Finance Team - ensuring liabilities are settled in a timely manner, sundry debts are collected, and rent and service charges are effectively administered.
11. Ensure all regulatory financial returns are correctly prepared and submitted on time.
12. As required, attend Board/Committee meetings to support the Chief Financial Officer present and answer questions on papers submitted. Represent the Southway Group at meetings of other Registered Providers.
13. Represent the Finance Team on the Senior Management Team, collaborating with other teams' managers on corporate projects and operational matters.
14. Ensure that all staff reporting to the post are trained, appropriately managed and developed in line with the 'How we work' performance management scheme. To meet six weekly with staff reports to monitor the achievement of individual targets. Undertake an annual appraisal and personnel development meeting with staff.
15. Undertake any other duties laid down from time to time consistent with the grading of the post.

### **General**

1. To comply with, and positively contribute towards Southway's vision, objectives, policies and corporate standards including Health and Safety Policy, Safeguarding Children, Equality and Diversity Strategy, Customer Excellence Everyone Matters, and Standing Orders and Financial Regulation.
2. To take a flexible approach to delivery services, and be willing to undertake any duties corresponding to the general level of responsibility of the post, within skills specification and to meet the business need.

## SKILLS, KNOWLEDGE AND EXPERIENCE

### Essential

1. Professional accountant, fully qualified CCAB.
2. At least 5 years post qualification experience. Experience of the housing sector or property development would be desirable.
3. Proven experience of Business Planning and assumptions modelling. Familiarisation with Brixx business planning software would be desirable.
4. Advanced investment appraisal techniques.
5. Strong ability to assess cash flow drivers, security and treasury requirements.
6. Sound knowledge of VAT, Corporation Tax and property related taxes.
7. A track record of effective staff supervision, and ability to support staff seeking accountancy qualifications.
8. Able to manage relations with internal customers and external advisors effectively.
9. Very strong Excel skills, with a knowledge of a range of functions and their application, and a strong intuition for efficient spreadsheet design.
10. Able to draft clear written reports to the Executive and Board/Committee.
11. Confident verbal communication skills, presenting to the above.
12. Demonstrable ability to organise self and others.
13. Ability to effectively managing competing pressures.
14. Proven experience of managing service improvements effectively, including project management skills.

Employee Signature:

Date:

Line Manager Signature:

Date:

### Band Characteristic

#### BAND 9

Posts in this Band will typically be senior managers with prime responsibility for leading for Southway in key areas of business or professional support. They may also manage large and diverse teams. They will be members of the Senior Management Team.

The post holder will have authority to deploy resources (staff, budgets and materials) within their service area, which may run across a number of sections.

Post holders will report to a director and be accountable for the delivery of significant aspects of their service area's business objectives within timescales and to budget and for maintaining quality and professional standards.

Management responsibilities will be considerable and/or problems will be challenging, many without precedent, requiring demonstrable initiative and creativity in developing solutions, whilst understanding the wider political implications.