



DEVELOPMENT & TREASURY ACCOUNTANT

JOB PROFILE

Salary:	Band 6
Reporting to:	Finance Manager - Investment
Numbers of Staff Report to Postholder: None	
<p>Purpose</p> <p>To assist the Finance Manager - Investment:</p> <ul style="list-style-type: none"> • review scheme appraisals, monitor the development programme and its impact on cash flows. • operate the treasury management function and determine funding requirements and investments in compliance with the Group's established policies and procedures. <p>To deliver Southway's core accounting operations including:</p> <ul style="list-style-type: none"> • production and evaluation of accounting, budgetary and financial performance information relating to development projects. • providing assistance to budget holders and supporting grant submissions. • preparation of management and statutory accounts for our subsidiary Southway DevCo. 	

Responsibilities
<p><u>Development and Treasury</u></p> <ol style="list-style-type: none"> 1. Prepare monthly financial reports monitoring: <ul style="list-style-type: none"> - development spending, grant income and sales receipts, - projected development costs compared to approved scheme totals, and liaise with the development team to assess and interpret the results. 2. Reconcile monthly development monitoring reports to ledger balances. Prepare the accounting entries information for property sales. 3. Manage cash flow, banking and treasury aspects and review of bank reconciliations. Prepare weekly, monthly and quarterly corporate cash flows to reflect the above, monitor day-to-day cash requirements and administer invested funds. 4. Create payments and new beneficiaries, manage bank deposits, cash handling, and other banking arrangements and administration of bank cards. 5. Assist the Finance Manager - Investment assess and monitor Southway's funding arrangements. Ensure interest and financing costs are transacted correctly.

Development Appraisal

6. Review development scheme appraisals and approve acquisition property appraisals comparing results to the Investment Framework criteria. Support the development team on VAT/SDLT taxation queries for proposed schemes.
7. Prepare grant claim submissions in Home England's Investment Management System and via Strategic Partnership arrangements.
8. Assess outturn scheme appraisals upon the completion of projects.
9. Assist in the day-to-day administration of the development appraisal software system, including the maintenance and update of development templates.

Accounts

10. Prepare management and statutory accounts for Southway DevCo.
11. Assist in the production of the Group's final accounts, by preparing relevant accounting entries and supporting schedules (including identification of capital commitments and lead schedules for housing in the course of construction, investment properties and for sale properties).
12. Assist in the preparation of Component Accounting records for completed development schemes and acquisition properties.
13. Meet deadlines for the completion of all accounting entries with minimum supervision. Supporting the production of the monthly management accounts within set timescales.

Other

14. Assist budget holders to operate an effective system of electronic purchase order and invoice authorisation routines, resolving individual users' difficulties. Train new budget holders in Southway's financial processes and procedures.
15. Work with other Finance and non-Finance colleagues to improve internal data, providing robust information for decision making.
16. Contribute to Voyagers projects to identify, implement and embed more efficient operating processes within the Finance Team.
17. 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, part qualified CCAB, or Association of Accounting Technicians.
2. At least 4 years experience in a general finance operation.
3. Advanced accounts and general ledger skills, able to undertake routine and more complex accountancy work with the minimum of supervision.
4. Experience of preparing budgets, management accounts, statutory accounts and cash flows and VAT returns.
5. Experience of investment appraisal techniques and monitoring capital budgets would be desirable.
6. Good verbal communication skills, able to manage relations with internal customers effectively.
7. Strong excel skills, with a knowledge of a range of functions and their application.
8. Able to plan and organise work, managing competing pressures to ensure deadlines are met.
9. Willing to take responsibility for own training and self-development.

Employee Signature:

Date:

Line Manager Signature:

Date:

Band Characteristic

BAND 6

Post holders in this Band will typically manage an operational team (or small section with a discrete output) or be senior professionals, lead experts in their field, managing other professionals. They are likely to possess honed skills, knowledge and experience, and be expected to advise more senior colleagues within Southway or externally. They may be members of the Senior Management Team.

Post holders are likely to be the main first point of contact for colleagues from other areas requiring information on their particular areas of expertise.

Post holders may also be expected to contribute towards the development of policies and strategies and would normally provide information and advice rather than seek guidance and information from others.

Post holders will usually have responsibility for delivering against specific targets.

Whilst reporting to more senior colleagues, post holders will have considerable latitude in deciding how to conduct their own work area in order to achieve objectives.