



## FINANCE MANAGER - INVESTMENT

### JOB PROFILE

<b>Salary :</b>	Band 7
<b>Reporting to:</b>	Assistant Director of Finance
<b>Numbers of Staff Report to Postholder:</b>	2 direct reports
<b>Purpose</b>	
<p>To lead the review and approval of development scheme appraisals, monitor the development programme and its impact on cash flows.</p> <p>To undertake the operational treasury management function and monitor external funding requirements in compliance with the Group's established policies and procedures.</p> <p>To prepare quarterly regulatory returns and elements of the statutory accounts relating to property assets, grants, development and treasury activity.</p> <p>To assist with the Group's Business Plan, component accounting entries and management of security records.</p>	

<b>Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Liaise with the Development and Sales Teams to prepare capital budgets, monitor commitments and assess the impact of the development programme on corporate cash flows.</li> <li>2. Lead the review and approval of new development scheme appraisals comparing results to approved Investment Framework criteria. Support the training of development staff to undertake scheme appraisals and reflect relevant VAT/SDLT taxation aspects, taking professional tax advice as necessary (including the set up and operation of 'golden brick' VAT recovery arrangements).</li> <li>3. Oversee the preparation and distribution of monthly financial reports to the Executive and the Head of Development monitoring development spending, grant income and sales receipts. Provide a commentary which highlights key variations.</li> </ol>

4. Lead on the administration of the ProVal investment appraisal system and review the assessment of outturn scheme appraisals upon the completion of projects.
5. Assist in the preparation of the Group's Business Plan models, including projections for current/planned schemes and pipeline development.
6. Manage the Group's treasury arrangements and invested funds, ensure the corporate cash flow is updated each month to reflect the above and recommend treasury actions and short/medium term cash flow requirements.
7. Prepare quarterly financial returns for submission to the Regulator.
8. Monitor the Group's loan portfolio and facilities, ensure all repayments and drawdowns are completed in a timely manner and funders' reporting requirements are met.
9. Oversee preparation of quarterly security trustee returns, ensuring consistency with the Assets and Liabilities Register.
10. Prepare financial forecasts and quarterly management accounts for Southway DevCo, reflecting the scale of the development programme administered via the subsidiary
11. Oversee the validation of grant claim submissions and transaction reports in Home England's Investment Management System.
12. Support the Assistant Director of Finance to prepare quarterly risk certificates and team performance statements.
13. 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.
14. Oversee reconciliation of monthly development monitoring reports to ledger balances and accounting entries information for property sales. Assess abortive expenditure and the apportionment of staff costs to development and sales projects.
15. Assist in operation of the Trust's quarterly component accounting entries, summarise information on completed development schemes and property acquisitions.
16. Support the preparation of statutory accounts by overseeing information relating to property assets, development and treasury activity, including:
  - lead schedules for housing, investment and for sale properties,
  - debt, deferred grant, RCGF and capital commitments notes,
  - draft Southway DevCo statutory accounts and year end trial balance.
17. Contribute to Voyagers projects to identify, implement and embed more efficient operating processes within the Finance Team.
18. 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.

19. 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, qualified CCAB or equivalent Treasury qualification.
2. At least 5 years experience in a general finance or treasury operation.
3. Knowledge and experience of treasury management.
4. Understanding of social housing finance.
5. Experience of preparing budgets, management accounts, statutory accounts, cash flows and VAT/SDLT taxation aspects.
6. Experience of supervising the work of colleagues.
7. Advanced accounts and general ledger skills, able to undertake routine and more complex accountancy work with the minimum of supervision.
8. Experience of investment appraisal techniques.
9. Good verbal communication skills, able to manage relations with internal customers effectively.
10. Strong excel skills, with a knowledge of a range of functions and their application.
11. Able to plan and organise work, make improvements to own service area and manage competing pressures to ensure deadlines are met.
12. Willing to take responsibility for own training and self-development, and supporting the training plans of supervised staff.

Employee Signature:	Date:
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Line Manager Signature:	Date:
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<b>Band Characteristic</b>
<p><b>BAND 7</b></p> <p>Post Holders will typically manage discrete, important, areas of Company business. They may be professionally qualified and may line manage other professionals. They are likely to have personal responsibility for delivering a core part of Southway's business or strategy and may be members of the Senior Management Team.</p> <p>Post holders will tackle complex work where the right course of action is often unclear and personal judgment is required. They may be expected to work with key external partners at a senior level, developing internal and external networks/contacts in order to operate successfully.</p> <p>There will be a requirement for post holders to contribute to the development of policy and strategies within their own service.</p>