

Job Description

Financial Planning Manager



Salary Grade:	11	Job Family:	Business Services
Directorate:	Finance		
Department/Section:	Finance		
Reports to:	Executive Director of Finance		
Responsible for:	Management Accountant Finance Development Business Partner		
Job purpose:			
<p>To lead and manage the team in order that the financial planning function across the organisation, meets the highest level of customer service. To ensure that the investment appraisal of development schemes and other investment projects maximise opportunities, whilst balancing risk. At all times ensuring that compliance with regulatory and legislative standards are maintained and continuously improved.</p>			
Core responsibilities:			
<ul style="list-style-type: none"> • Preparation of board and management reports as on financial performance, budgets, business plans, and performance information. • Lead on preparation of the annual budget and long-term business plan, including stress testing, scenario analysis and long-term treasury management. • Deliver timely and reliable management accounts and financial reports including those for Board and Committee meetings. • Variance analysis comparing actual results with forecasts and analysis of cost and performance trends. • Provide and support the provision of effective business partnering service to budget, cost centre and business owners, ensuring that methods for measuring value for money are incorporated into functional plans. Provide a 'challenge' and financial management information reporting service to senior managers in areas of commercial planning, procurement and financial control, supporting a culture of continuous improvement of value for money. • To ensure income and service costs are accurately incorporated into budgets and forecasts and cost recovery is optimised in line with corporate objectives. • Contribute to the year-end preparation of statutory accounts in compliance with relevant accounting rules and the Statement of Recommended Practice, and submit financial returns required by regulators, funders and other stakeholders per objectives. 			

- Take the lead on the financial appraisal of new investment opportunities including joint venture activities and to assess impact on overall business plan.
- Liaise with internal and external auditors to ensure that internal controls, accounting systems and published accounts accord with best practice.
- Produce returns for the regulator, funders and credit agencies in line with regulatory standards and obligations.
- Take responsibility for reviewing and updating key financial policies, procedures and system improvements to ensure statutory compliance and maximise efficiency within the organisation.

Key relationships:

- Internal: internal customers within each function.
- External: regulator, internal and external auditors, JV partners, funders and credit agencies other HAs, etc.

Dimensions:

- Board-level interaction
- 30-year business plan with £350m debt finance
- Revenue and capital circa £80m annually
- Circa 20 budget holders
- 4 subsidiaries; joint venture investments
- 2 direct reports.

Additional information:

- *Detail any additional information such e.g. the post requires an Enhanced Disclosure and Barring Service check*

No job description can cover every issue which may arise and the post holder is expected to carry out other duties as required from time to time.

Action

Commitment

Excellence

Integrity

Teamwork

Person specification

Requirements	Essential Criteria	Desirable Criteria
<p>Knowledge and experience <i>Describe the knowledge and experience required to do the job. Is there particular knowledge required e.g. of particular regulations and procedures? What relevant experience is required?</i></p>	<ul style="list-style-type: none"> • Knowledge of financial analysis and planning techniques to support business decision-making. • Detailed technical accounting knowledge and the statutory and regulatory frameworks. • Ability to demonstrate and role model commercial acumen. • Line management experience including people management. • A sound understanding of business and performance management metrics and risk management. • Experience of developing and implementing finance, audit and management reporting systems, leading to successful achievement of business objectives. • Ability to demonstrate development/improvement of strong internal controls framework. • Able to demonstrate leadership of budgeting/forecasting and data modelling. 	<ul style="list-style-type: none"> • Knowledge of the social housing sector. • Ability to contribute to wider corporate objectives, working with other senior managers. • Track record of managing change, delivering results in line with team and individual objectives and establishing a strong performance culture.
<p>Skills and abilities <i>Describe the skills and abilities required to do the job effectively</i></p>	<ul style="list-style-type: none"> • Advanced Excel skills • Ability to utilise long-term planning tools. 	<ul style="list-style-type: none"> • Ability to work effectively with other functions by

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	<ul style="list-style-type: none"> • Highly numerate and able to manipulate complex sets of data • Strong analytical and problem-solving skills. • Strong verbal, reasoning and written communication skills. • Ability to communicate complex financial ideas and data to a wide range of users at all levels within the organisation. • Accuracy and attention to detail. • Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines. • Ability to continuously improve team and individual performances through leadership, motivation and encouragement. • Ability to manage projects from inception to effective and efficient implementation. 	<p>understanding the detail of different service areas in order to support them effectively.</p> <ul style="list-style-type: none"> • Ability to clarify and streamline complex business processes while strengthening control mechanisms. • Able to deliver high standards of customer care through periods of significant change in business processes.
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Personal behaviours and style

We look for people who are committed to and demonstrate our core values of:

- **Action:** Getting things done while being accountable. *Delivering on objectives and taking responsibility for the service. A positive attitude.*
- **Commitment:** Putting customers first. *Being customer focussed; delivering excellent services to external and internal customers. Adopting a flexible approach.*
- **Excellence:** Always striving to be the best. *Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.*
- **Integrity:** Honest and open in everything we do. *Maintaining our code of conduct and acting professionally at all times*
- **Teamwork:** Working together to deliver. *Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.*

<p>Qualifications</p> <p><i>Please state the level of education and professional qualifications and/or specific occupational training required</i></p>	<ul style="list-style-type: none"> • CCAB Qualified accountant 	<ul style="list-style-type: none"> • Minimum of 3 years post qualification experience
<p>Additional requirements</p> <p><i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends, Must hold full current UK driving license Etc.</i></p>	<ul style="list-style-type: none"> • This is a senior management position and as such we expect a flexible approach to working hours to achieve deadlines and to meet key financial outputs. 	
<p>Document control:</p>		
<p>JD & Person Spec prepared by:</p>	<p><i>Michael Heekin & Allison Long</i></p>	<p>6 January 2017</p>
<p>JD authorised by (Director):</p>	<p><i>Michael Heekin</i></p>	
<p>JD authorised by (HR):</p>	<p><i>Allison Long</i></p>	
<p>Date last evaluated:</p>	<p><i>November 2016</i></p>	

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