

JOB DESCRIPTION AND PERSON SPECIFICATION

A	JOB TITLE:	Finance Business Partner – Development & Property Services
	LOCATION:	Newlon House, 4 Daneland Walk, Hale Village, London N17 9FE
	ANNUAL SALARY:	£55k plus up to 5% Performance Related Pay
	REPORTING TO:	Deputy Finance Director
	DIRECT REPORT:	Graduate Finance Assistant

B MAIN OBJECTIVES

- To be the lead Finance Business Partner for the Development & Property Services Departments, with responsibility for Capital Accounting.
- To build strong relationships across the organisation and positively influence behaviours in order to achieve key financial goals for the Newlon group
- Responsible for managing the fixed assets and capital works programme for the group

C SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1.	To work with the Deputy Finance Director in preparing the monthly management accounts	<p>All month end/year end reconciliations are completed on time and appropriately signed off.</p> <p>Ensure that all periodic adjustments, such as accruals, are documented and processed correctly and promptly.</p> <p>All journals are properly documented and signed off as agreed with the Deputy Finance Director.</p> <p>Carry out annual detailed forecasting exercise as agreed with the Deputy Finance Director</p> <p>Carry out variance analysis and hold regular meetings with the relevant property and development budget holders to discuss budget variances.</p> <p>Management accounts information is prepared in line with agreed timetable.</p> <p>Produce all benchmarking information and analysis as required.</p>
2.	To work with the Group Finance Manager in maintaining the integrity of the financial data held in the main financial system (Sun) and the other IT systems used by the department	<p>All administrative tasks relating to the use of Sun systems and Q&A are performed satisfactorily.</p> <p>All requirements for upgrades and improvements are discussed with the Deputy FD and implemented.</p> <p>All training requirements for the team are documented and subsequent training arranged.</p> <p>There are clear guidelines for the use/control of the systems and the authorization and access rights are in line with individuals' responsibilities.</p>
3.	Responsibility for preparing and submitting group VAT returns.	All VAT returns are submitted on time and any general VAT matters arising are properly followed up with the Deputy Finance Director or Assistant Finance Director.
4.	Responsible for financial analysis and reporting for the Development & Property Services Departments	<p>Annual budgets are set in line with the Business Plan.</p> <p>Monthly management accounts are prepared in line with agreed timescales, including capitalisation of relevant costs.</p> <p>To carry out variance analysis and hold regular meetings with the relevant budget holders to discuss budget variances.</p> <p>Appraise stock in line with asset management strategy and provide support and guidance in cost/benefit analyses.</p>

		Monitor, assess and report on the status of defects claims against developers and Building Safety Grant funded projects
5.	To properly account for all fixed assets for the group.	<p>Responsible for maintaining the fixed asset register on SUN for housing and non-housing assets.</p> <p>To work with the business development department in ensuring that all development invoices are correctly coded and classified between completed assets and WIP, and that any additions are fully reconciled between the ledger and fixed asset register . The VAT element of all development invoices are checked to and ensure these are correct before processing.</p> <p>All disposals of fixed assets are correctly accounted for and documented.</p> <p>All depreciation and amortisation charges are calculated and posted on a monthly basis, including accelerated depreciation charges.</p> <p>All grant income is calculated and posted on a monthly basis, including Building Safety Fund related grants for cladding related projects.</p> <p>All the necessary returns to the RSH relating to capital grants are prepared and submitted on time.</p> <p>To prepare scheme cost reconciliation reports within 3 months of scheme practical completions for the Development Panel.</p> <p>To ensure that the FA register is fully reconciled to the Housing Database and Assets & Liabilities register.</p>
6.	To work with the Deputy Finance Director in putting together the required information for the statutory audit.	To prepare the necessary supporting information for the statutory accounts for Newlon Trust or any other Group Subsidiary as required. To ensure that all audit queries are promptly followed up and resolved.
7.	To carry out appraisals for new business as required and to review the Business Development team appraisals	<p>Appraisals are carried out for all ad-hoc projects (e.g. possible JVs or and other non-standard schemes).</p> <p>New scheme business appraisals carried out by the Business Development team are reviewed before being presented to the Development Panel.</p> <p>On-going support on scheme appraisals is given to the project managers as and when required.</p> <p>Appraisal assumptions are regularly reviewed with the Deputy FD and DCE/GFD for reasonableness and</p>

		<p>changes recommended to the Development Panel if necessary.</p> <p>To ensure the development department budgets are properly monitored.</p>
8.	To work with the Head of Treasury & Business Planning to prepare cash flow forecasts	<p>Discuss and review capital project expenditure and timing with the Property Department on a monthly basis.</p> <p>Work with the Development Department to update the Development Cashflow on a monthly basis.</p> <p>Provide Head of Treasury & Business Planning with updated capital project cashflow information suitable for import to the Brixx business planning tool by the monthly deadline.</p>
9.	To provide day to day supervision of the Graduate Finance Assistant	<p>Agree a work plan for the Graduate Finance Assistant ("GFA") with the Deputy FD</p> <p>Provide day to day support and training for the GFA with respect to post holder's area of work</p>
10.	To develop and motivate your staff	<p>Training needs are clearly identified and met. Clear objectives and targets are established and monitored.</p> <p>Regular supervisory meetings are held and all appraisals properly carried out.</p> <p>Staff behaviours reflect Newlon's brand and approach to diversity and equal opportunities.</p>
11.	To participate in the Finance team activities	<p>Participate in an active and constructive manner in team meetings and other events.</p> <p>Ensure own behaviour reflects Newlon's brand and approach to diversity and equal opportunities.</p>
12.	To contribute to maintaining an effective work-place	<p>All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to.</p> <p>Newlon Gold objectives of reliability, consistency and speed built into all activities.</p> <p>Newlon Gold behaviours of working together, solving problems, taking ownership and customer focus built into all activities.</p>

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

D PERSON SPECIFICATION

	Finance Business Partner – Development & Property Services	
Qualifications	Qualified full membership of an accountancy body (e.g. CIMA/ACA/ACCA)	Essential
	A graduate or equivalent	Desirable
	Evidence of Continual Professional Development	Essential
Knowledge and Experience	At least 3-5 years' experience of operating at a Capital/Development business partner level for a business of comparable size and complexity	Desirable
	Experience of using Proval (Project viability software)	Desirable
	Experience of using Sequel (Project monitoring software)	Desirable
	Experience of Fixed Asset accounting and maintenance of the fixed asset register	Essential
	Experience of Capital/Development accounting	Essential
	Experience of preparing operational and development cashflows	Essential
	Knowledge and experience of working with Auditors and industry regulators	Essential
	Experience of maintaining finance IT systems and maintaining data integrity	Desirable
	Preparation of year-end accounts, annual budgets and management accounts for SPV build companies	Desirable
	Experience of carrying out business appraisals and contributing to decision making	Desirable
	Experience of working in a housing association or building construction sector	Desirable
	Working knowledge of Vat as it applies to housing association or building construction sector	Desirable
	Experience of directly managing staff	Desirable
Skills	Ability to design and implement reporting systems	Desirable
	Good verbal, written communication, presentation and interpersonal skills	Essential
	ICT skills commensurate with working of this role	Essential
	Experience of computerized financial systems, advanced level spreadsheet skills	Essential
Core Competencies	Communication: Take steps to keep others informed about what they need to know. Approachable, personable, able to form positive relationships	Essential
	Critical thinking: Challenge the way things are currently done and the way opportunities and problems are approached	Essential

	Flexible and adaptable: Adopt a practical approach to achieve the required results	Essential
	Lead and manage: Create, gain agreement for, and implement actions to achieve the business aims of Newlon	Essential
	Teamwork: Work effectively with others and ensure team objectives are met	Essential
	Customer Focus – being able to provide timely and accurate information to help manage internal and external customer expectations	Essential