

JOB DESCRIPTION AND PERSON SPECIFICATION

A	JOB TITLE:	Finance Business Partner- Housing, Resources & Executive
	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 Housing, Resources & Executive Departments
- To build strong relationships across the organisation and positively influence behaviours in order to achieve key financial goals for the Newlon group
- To review, suggest and implement improvements to financial accounting and other information systems

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 reconciliations are completed on time and appropriately signed off.</p> <p>Ensure that all accruals and prepayments are clearly scheduled and updated on a regular basis.</p> <p>Ensure that all periodic adjustments 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 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.	Responsibility for preparing and submitting group VAT returns.	<p>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.</p>
3.	Responsibility for the delivery of the budgets information for Newlon and any other group entity as required.	<p>Prepare working papers for budgets as agreed.</p> <p>Liaise with relevant Housing, Resources & Executive budget holders and support them in putting together their departmental/team budgets.</p> <p>Fully document all assumptions and information underlying the annual budgets.</p> <p>Agree the expenditure profiles with budget holders.</p> <p>Ensure that all the approved budgets are recorded in the nominal ledger within the agreed timescales.</p>

4.	Responsibility for year-end audit schedules for Newlon and any other group entity as required	<p>Year-end audit timetable is discussed and agreed with the Deputy FD.</p> <p>All agreed audit schedules are prepared accurately and in time for the group statutory accounts to be prepared.</p> <p>All agreed schedules are properly reviewed and documented.</p>
5.	Responsibility for overseeing monthly reconciliations prepared by the transactions team	<p>Ensure that the rent reconciliations, payroll reconciliations, and the monthly transactions report are completed by the monthly deadline. Investigate and resolve any inconsistencies identified and if necessary escalate to the attention of the Deputy FD.</p>
6.	Overall responsibility for 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, Advanced Inquiry 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 Newlon personnel are documented and subsequent training arranged.</p> <p>Maintain clear guidelines for the use/control of the systems and ensure authorisation and access rights are in line with registered users' responsibilities.</p> <p>Review, agree with Deputy FD and implement improvements to the Sun accounting system and the iPOS procurement system or any other finance system as required.</p> <p>Review and agree with Deputy FD any finance specifications of new information systems that provide financial data to Sun.</p>
7.	Responsibility for Access , NewlonBuild and NewlonInvest tax and other group subsidiaries as required	<p>Work with the group tax advisors and provide necessary information for the computation and submission of tax returns.</p>
8.	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>

9.	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>
10.	To co-ordinate the work of the group reporting team in the absence of the Deputy Finance Director	<p>Provide support to the Deputy Finance Director by overseeing the reporting team in the Deputy FD's absence</p> <p>Generally support the other Finance Business Partners as directed by the Deputy FD.</p>
11.	To provide analysis and financial support on key projects as required, e.g. estate regeneration	<p>Effectively work with other managers/heads on specific projects as agreed with the Deputy Finance Director.</p> <p>Provide sound financial advice</p> <p>Delivery in line with agreed timelines</p>
12.	To co-ordinate the work of the group reporting team in the absence of the Deputy Finance Director	<p>Provide support to the Deputy Finance Director by overseeing the reporting team in the Deputy FD's absence</p> <p>Generally support the other Finance Business Partners as directed by the Deputy FD.</p>
13.	To participate in the Finance team activities	<p>Participate in active manner 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>
14.	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 behaviors 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 – Housing & Resources	
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 as a business partner level for a business of comparable size and complexity	Desirable
	Experience of using SunSystems (Accounting Software)	Desirable
	Experience of designing and upgrading finance IT systems	Desirable
	Experience reviewing, designing and implementing financial controls	Desirable
	Experience of Capital/Development accounting	Desirable
	Experience of preparing operational and development cash flows	Desirable
	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, forecasts and management accounts	Essential
	Experience of working in a housing association or building construction sector	Desirable
	Working knowledge of VAT as it applies to the housing association or building construction sector	Desirable
	Experience of directly managing staff	Desirable
	Experience of preparing consolidated statutory accounts	Desirable
Skills	Ability to design and implement reporting systems	Essential
	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.	Essential

	Approachable, personable, able to form positive relationships	
	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