

JOB DESCRIPTION AND PERSON SPECIFICATION

A	JOB TITLE:	Head of Treasury and Business Planning
	LOCATION	Newlon House, 4 Daneland Walk, Hale Village, London N17 9FE
	ANNUAL SALARY:	£81,706 plus the opportunity to earn up to 5% Performance Related Bonus
	REPORTING TO:	Group Finance and Resources Director
	DIRECT REPORT:	Finance Business Partner - Treasury; Finance Business Partner - Capital

B MAIN OBJECTIVES

- Overall responsibility, in collaboration with the Group Finance and Resources Director (GFRD), to manage the Group's treasury function, including the development and maintenance of the annual Treasury Strategy and Treasury Policy, cashflows, compliance monitoring, interest and capital repayments.
- In collaboration with the GFRD lead on raising new funding, loan documentations, securitisation etc.
- Lead on the production of Newlon Group's long term business plans using the business planning tool (e.g. Brixx) including scenario planning and stress testing.
- Oversee the financial review of all development scheme appraisals and ensure they fit within the overall business plan and compliance with assessment criteria. Lead on tax advice to the Development subsidiary companies.
- To work cooperatively and collaboratively with the rest of the Finance team and the Development teams.
- To ensure all returns to the funders and regulators are accurate and submitted timely.

C SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards and Outcomes
1.0	Treasury	
1.1	Preparation of monthly group cashflow forecast	<ul style="list-style-type: none"> Monthly cashflows monitoring and reporting Forecast development expenditure stays within budgeted amounts and agreed loan facilities are not exceeded.
1.2	Funders covenant compliance	<ul style="list-style-type: none"> Preparation of rolling covenant compliance forecast Timely completion of covenant compliance certificates Compliance with loan agreements.
1.3	Overall responsibility for loan management	<ul style="list-style-type: none"> Accurate and timely instructions for loan repayments, interest payments Issuing instructions relating to rolling of variable rate loans and drawdown of new funds.
1.4	New/future funding	<ul style="list-style-type: none"> Working with the GDFR to advise on and evaluate opportunities for financing future developments and funding options Liaising with advisors on loan documentations Monitor and report on the state of the funding market and the performance of the Group's main lenders. Where appropriate, seek commercial capital for Newlon Group including third party funding for development subsidiaries, JVs.
1.5	Treasury Strategy and Treasury Policy	<ul style="list-style-type: none"> Lead on the production of the annual Treasury Strategy & Policy in line with best practices. Compliance across the Group.
1.6	Loan security	<ul style="list-style-type: none"> Oversee the securitisation work and maximising security. Requesting timely valuations, Properties are charge in a timely fashion maintaining a comfortable level of charged facilities with the security trustee.
1.7	Bank investment and deposits	Manage deposits and review bank accounts on a daily basis ensuring the Group always has sufficient cash funds available in line with the Treasury Policy.
1.8	Funders return and information	Liaising with the Group's funders and ensuring timely production of information and returns as required.

1.9	Treasury Reporting	Preparation and presentation of reports at the committees/Board relating to treasury management across the Group.
2.0	Business Planning	
2.1	Business Plan modelling in collaboration with the GDFR	<ul style="list-style-type: none"> • Maintain Newlon's business plan models, producing annual plans for Newlon and its subsidiaries (Newlon Group) • Providing both scenario and stress testing • Update the business plans monthly to incorporate changes in development, treasury or financial performance as required.
2.2	Regulatory Returns	<ul style="list-style-type: none"> • Produce and submit the Group's regulatory and statutory returns including the Financial Forecast Return (FFR) and the quarterly treasury return.
3.0	Development	
3.1	Act as the Finance lead in reviewing all development scheme appraisals.	<ul style="list-style-type: none"> • Ensure that the appraisal software's model assumptions are consistent with the Group's approved appraisal assumptions. • Ensure that the prospective scheme is compliant with the Group's minimum hurdle rates.
3.2	RCGF and Capital Grants	<ul style="list-style-type: none"> • Oversee accurate reporting on RCGF and other capital grant • Working with Development team to maintain the schedule of RCGF and other capital grants
3.3	Tax advice, as required, in collaboration with the GDFR, and through the Group's tax advisers.	<ul style="list-style-type: none"> • Appropriate tax advice on the development schemes • Effectively working with the tax advisors • Tax compliance
3.4	Reporting on development cashflows	<ul style="list-style-type: none"> • Monitoring and reporting on cashflows and the treasury issues for the Development Panel/Committee • Impact of new schemes on group cashflows and advising on the group's ability to cash flow development projects • Compliance with Treasury Strategy and Treasury Policy
3.5	Annual Accounts	<ul style="list-style-type: none"> • Input in the preparation of Group's annual accounts and audit including preparation of various notes in the accounts relating to treasury, fixed assets and commitments.

4.0	Staff Team	
4.1	To lead, manage and develop direct reports, ensuring effective delivery of high quality service working with other teams across the Group.	<ul style="list-style-type: none"> • All appraisals conducted to deadlines • Regular 1:1 meetings held • Staff developed utilising appropriate frameworks • Constructive feedback provided on how ideas are being progressed at senior level to staff • Team budgets setting and monitoring • Development plans for the team
5.0	Others	
5.1	Reputations	<ul style="list-style-type: none"> • Represent and promote the Newlon to other organisations, funders, partners, customers and the general public.
5.2	Risk management	<ul style="list-style-type: none"> • Develop and maintain risk management procedures and appraisal systems for all significant areas of risk, and make appropriate recommendations.
5.3	To contribute to maintaining an effective work-place	<ul style="list-style-type: none"> • All aspects of corporate policies, such as Health and Safety, Diversity, Sustainability and Data Protection adhered to. • Newlon Way objectives of reliability, consistency and speed built into all activities. • Newlon Way behaviours of working together, solving problems, taking ownership and customer focus built into all activities.
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.		

Head of Treasury and Business Planning Person specification	
Qualifications 1. Relevant professional qualification e.g. CIMA/ACA/ACCA and full membership of a recognised UK accountancy body; or a treasury qualified, AMCT or MCT and experience of working within a corporate finance/ banking environment or part-qualified with substantial relevant sector experience. 2. Evidence of continuing professional development.	Essential Essential
Knowledge and Experience 1. Developing and implementing Treasury Strategies and Policies and overseeing full compliance. 2. At least three years' experience of effectively managing a treasury portfolio of a minimum size of £500m 3. Loan documentations and securitisation. 4. Hands-on experience of raising new loan finance e.g. through banks, private placement, pension funds etc. 5. At least two years' recent experience of producing a business plan using a business plan model such as Brixx, long term cashflows, and scenario planning 6. Good communication skills commensurate with the requirement to report to committees and the Board. 7. Experience leading and managing a small team of staff. 8. An understanding of VAT, SDLT, and Corporation tax as it relates to housing and construction. 9. Experience of production of management and statutory accounts 10. Experience of working within the Housing Association sector in a treasury role 11. Experience of risk management 12. Experience of carrying out investment appraisals and contribute to decision making 13. Experience in joint venture accounting and treasury advisory	Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable Desirable Desirable Essential Essential

Skills <ol style="list-style-type: none"> 1. Excellent verbal, written communication, presentation and interpersonal skills. 2. ICT skills commensurate with working at Head of Treasury and Business Planning level. 3. Experience of computerised financial systems. 4. Ability to organise and prioritise. 	Essential
Behaviours <ol style="list-style-type: none"> 1. Communication: Take steps to keep others informed about what they need to know. Approachable, personable, able to form positive relationships. 2. Critical thinking: Challenge the way things are currently done and the way opportunities and problems are approached. 3. Flexible and adaptable: Adopt a practical approach to achieve the required results. 4. Lead and manage: Create, gain agreement for, and implement actions to achieve the business aims of CHS. 5. Teamwork: Work effectively with others and ensure team objectives are met. 	Essential