

**Job description**

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| **Job overview** | | | |
| **Job title** | Financial Controller | | |
| **Department** | Finance | **Directorate** | Finance, Risk & Performance |
| **Reports to** | Director – Finance & Investment | **Date** | 2022 |
| **Directly responsible for** | Business Partner – Financial Planning  Business Partner – Treasury & Tax | **Job ref** | F02 |
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| **Overall team / department purpose** | | | |
| * The Financial Controller’s team comprises the Group’s Treasury & Tax, Financial Planning and Policy functions. * The primary purpose of this team is to be responsible for ensuring that the financial viability and resilience of the group is maintained in the short, medium and long-term and that the group maintains compliance with the finance and treasury strategy and associated policies, and with all financial regulatory and statutory matters. * This comprises control over the Group’s base approved Financial Plans (and associated stress testing, mitigation plans, and the asset and liability register), financial regulatory reporting, financial policy and procedure, and financial master data. * In addition the function will provide a business partnering approach to the specialist support activities involved in financial planning, treasury & tax, financial policy and procedure, and financial data matters.. | | | |
| **Key role priorities** | | | |
| * This role is predominantly responsible for maintaining and controlling the long term financial plan for the Group, ensuring ongoing financial viability and resilience is maintained, financial compliance in line with strategic intent and policy, and compliance with all financial regulatory and statutory matters. * The role is in addition responsible for the provision of leadership and management to enable Treasury & Tax and Financial Planning Business Partners and associated functions to deliver exceptional customer service to facilitate the Group in developing and delivering its Vision in these areas. * The role also involves the provision of expert advice and support to the Director – Finance & Investment and the Executive Team, horizon scanning and seeking external inputs to ensure greatest value is brought to these functions whilst proactively identifying strategic risks and putting in place plans to mitigate or eliminate them. | | | |
| **Key working relationships** | | | |
| * The role holder directly line manages the Business Partners for Treasury & Tax, and Financial Planning. This involves leading and developing direct reports, ensuring they have the capacity and capability to deliver ongoing operational plans and a high quality, forward focused service. * The holder is required to interact with all functions across the Group, including the Executive Directors, with particular emphasis on liaison with the Development Team and Assets Team. * External to the Group, the holder is required to form key stakeholder relationships with HMRC, Tax and Treasury Advisors, external and internal auditors and KMBC to ensure quality of input from partners to support the delivery of the Group’s objectives. * The holder is also required to liaise with lenders to provide compliance and business information and to act as the primary liaison with the Housing Regulator in the provision of compliance and reporting information. | | | |
| **Main duties & responsibilities** | | | |
| * Support development of strategies, formulate and control operational plans and policies for Treasury, Tax, Investment and Rent and Service Charges - these strategies, plans and policies together underpin the Group’s compliance with the Rent Standard and the Financial Viability elements of the G&FV Standard. * Ensure the effective delivery of all activities within the role’s remit, based on clearly articulated and widely understood operational plans that link to the Group's Vision, Mission, Values, objectives and operational plans. * Oversee the maintenance and control of the Group Financial Plan, associated stress testing and mitigation planning. * Develop and maintain the Rent model to ensure that the Group is charging appropriate, compliant rents whilst optimising its current and future income stream. * Lead Group initiatives to embed the Service Charge policy and procedures, together with proposals for the implementation of a new service charge system. * Ensure Group compliance with the Assets and Liabilities policy and maintain the register. * Define and maintain the Group’s accounting policies and financial regulations, ensuring that all changes and exemptions are appropriately approved. * Support development of the Group’s Treasury Management Strategy, and develop and control associated processes, develop treasury policy and oversee its implementation including any restructuring of the loan portfolio and support the raising of new finance. * Oversee the development and maintenance of robust systems and procedures for submitting accurate and timely loan covenant and other returns to the Group's lenders. * Prepare content for inclusion in the monthly management accounts and Board reports as required. * Ensure robust balance sheet management processes are in place for tax, investment, rent and treasury balances. * Ensure the Group's new homes development programme is proactively supported and controlled, particularly taking ownership for associated liquidity management, and ensuring financial appraisal model parameters are adhered to. * Ensure the Group complies with all of its regulatory VAT, Corporation Tax SDLT obligations and develop and maintain strategies, policies and procedures to minimise the Group's tax liability. * Deliver all regulatory submissions, ensuring they are reviewed and produced to high quality and on time with no RoSH issues. * Support the Year End Accounting & Audit processes by preparing schedules for the Group as directed, thus ensuring a robust and timely deliverable of Audit sign off and Statutory Accounts filing. * Ensure risk, control and performance, and data quality are embedded within the Finance function for areas of responsibility and managed, monitored and reported in support of Group objectives. * Identify and develop key external relationships that will enhance the provision of Finance support activities. * Ensure a business partnering approach to the provision of specialist Finance support activities, including commissioned requirements internally and externally for the Group and clarity over requirements and delivery. * Complete any other tasks as commensurate with the level and nature of the post as delegated by the role’s line manager. | | | |

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| **Key measures of success** |
| * Achievement by self and direct reports of the strategic and operational objectives for the Viability and Resilience, Planning, Tax & Treasury and Policy functions as evidenced by on-time delivery of statutory accounts, covenant information, regulatory returns and tax returns. * Maintenance of V1 ratings for the Group. * Full compliance with Group Financial Regulations and associated policies and delivery of internal audit recommendations on time and in full. |

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| General |

All employees are expected to:

* Ensure that our Customers are at the heart of everything we do and act at all times in accordance with our Values and Behaviours.
* Carry out all duties in the context of, and in compliance with, the Group’s commitment to equality and diversity, leading by example and contributing to an inclusive culture.
* Take responsibility for your own health and safety and that of your colleagues in accordance with the Health & Safety at Work Act by following the Group’s Health and Safety policies and procedures at all times.
* Adhere to all Group policies at all times.
* Understand and demonstrate empathy with the social aims of the Group.
* Ensure compliance with all legal obligations concerning the protection of data concerning

employees, customers and third parties.

* Be prepared to have some reasonable flexibility of working hours as necessary to meet the requirements of the job.
* Adopt a proactive approach to identify and mitigate risks to each business area by informing your line manager to enable the risk register to be updated, thus minimising the Group’s existing and future risks.
* Be prepared to work in a variety of locations as required, including premises not directly under the control of the Group.
* Demonstrate a willingness to undertake ongoing training as appropriate for ongoing personal and professional development and in line with the Group’s commitment to continuous improvement; demonstrate ongoing continuing professional development and take responsibility for identifying own development needs and actions to address these where appropriate.

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| **Values and Behaviours** | |
| **Making a difference daily** | We invest in our people, our customers and in the creation of a fairer society. |
| **Positively open** | We are open to feedback at all time, as we strive to deliver a first class customer experience. |
| **Forging the right way** | We’re creating an inspiring road which others will want to follow |
| **Together as one** | Our teams work on another level of cohesiveness to enable us to deliver better outcomes. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Education and Qualifications** | | |
| Professional Accounting Qualification (Minimum of ACA, ACCA, CIMA or CIPFA) | X |  |
| **Experience** | | |
| Strategic management in Finance | X |  |
| Staff leadership | X |  |
| Tax and Treasury Management |  | X |
| Relevant experience in housing or a similar regulated environment |  | X |
| **Skills, knowledge and ability** | | |
| Excellent stakeholder management and communication skills, including the ability to explain technical information to non-technical audiences | X |  |
| Evidence of providing inspirational leadership |  | X |
| High level of ability to gather, analyse and interpret information | X |  |
| Ability to use Microsoft Office | X |  |
| Knowledge / experience of using BRIXX |  | X |
| Ability to develop and drive high performing culture | X |  |
| Ability to drive efficiency and customer excellence throughout the team | X |  |
| **Personal characteristics** | | |
| Takes ownership & accountability for own role and for team outputs | X |  |
| Creative and commercially astute |  | X |
| Can demonstrate and encourage cross departmental working | X |  |
| **Other** | | |
| Flexible approach to hours worked | X |  |