

JOB DESCRIPTION

Job title:	Finance Manager
Team:	Finance
Responsible to:	Director of Finance
Responsible for:	Financial Accountant, Finance Officer x2

1	Main Purpose of Job
1.1	Support the Director of Finance to provide direction and leadership to the Finance team to ensure the financial viability and integrity of the Group through the effective control and provision of financial and treasury services.
1.2	Effective management and control of Financial Accounting activities including but not limited to financial systems, purchase and sales ledger, payroll processing, treasury functions, capital accounting, tax matters and external statutory and regulatory reporting.
1.3	Ensure that all financial processes and procedures are compliant with latest Financial Reporting Standards (UK GAAP), relevant SORPs and Regulatory requirements. Maintain effective segregation of duty and control over financial transactions.
2	Immediate objectives and tasks
2.1	Support the Director of Finance in managing SLH Group's loan portfolio and borrowing strategy, policies, and procedures. Overseeing day to day banking functions, anticipating funding and re-financing needs and opportunities, and ensuring full compliance with loan covenants. Responsible for cashflow reporting and forecasting.
2.2	Assist with the preparation of consolidated and entity statutory accounts in accordance with GAAP and applicable SORPS prior to Finance Director's review. Liaise with external audit as required.
2.3	Support the Director of Finance with Business Planning process including 30-year business planning, stress testing and returns to the Regulator.
2.4	Responsible for budgets, business planning and statutory accounts for subsidiary company.
2.5	Responsible for preparation and planning in advance of internal audit reviews and responding to internal audit queries and findings.
2.6	Responsible for the integrity and accuracy of transactions in the finance systems and the accurate reporting and control of all group assets and liabilities. Responsible for overseeing controls over balance sheet reconciliations and maintaining the Group Assets and Liabilities Register.
2.7	Oversee management of housing fixed assets, grants, and capital accounting in accordance with FRS102.
2.8	Responsible for the financial appraisal, accounting and reporting for new developments. Oversee administration and finance assumptions underpinning SDS system and impact of outputs on cashflow.
2.9	Oversee day-to-day processing of payroll and pension contributions ensuring rigorous controls and all regulatory returns are completed.

2.10	Monitor financial systems, processes and controls making recommendations to Director of Finance regarding implementation of enhancements. Deliver continuous review and improvement of systems and processes.
2.11	To meet all relevant requirements for completing regulatory and statutory returns, grant claims, or other information for the Regulator of Social Housing, Funders and other external bodies.
2.12	To supervise all activities relating to tax compliance including VAT and Partial Exemption Special Method, Corporation and Income Tax ensuring effective planning occurs to minimise tax effects on the group.
2.13	Ensure effective internal controls. Ensure finance related policies and procedures are aligned to organisational, legal, fiscal and regulatory requirements.
3	General Terms & Conditions
3.1	To meet PDP targets and support the delivery and achievement of the Five Every's.
3.2	To undertake any other tasks and duties within the scope and grade of the post.
3.3	To carry out all duties with due regard to the provisions of Health and Safety Legislation.
3.4	The contents of this job description are not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take account of changes and developments in service requirements.
3.5	To be prepared to work flexibly outside normal office hours.
3.6	As a member of SLH I agree to act in accordance and actively promote the Group's Equality & Diversity commitments in all areas of work.

I agree to abide by the terms of this job description	
Signed	
Print Name	
Date	

Person Specification

		Desirable/ Essential	Method of Assessment
Qualification	Fully qualified CCAB.	D	CV
	Actively studying for a CCAB qualification.	E	
	Degree or equivalent	D	
Experience	At least 5 years' experience of Financial Accounting in industry or in practice.	E	CV/CL/I
	Experience of producing financial statements and satisfying external audit requirements.	E	
	Experience of process improvements and implementing financial controls	E	
	Experience of managing and motivating a finance team.	E	
	Experience working in the housing sector	D	
	Experience of producing taxation and other regulatory returns (including to RoSH).	D	

Knowledge	Knowledge of latest changes to accounting standards.	E	CV/CL/I
	Knowledge of issues affecting the housing sector.	D	
	Knowledge of IT principles and methodologies.	E	
	Knowledge of eBis, Open Accounts and Orchard.	D	
Skills	Able to explain complex financial and technical information in simple terms.	E	CL/I/
	Able to work to deadlines and manage conflicting priorities effectively.	E	
	Self-motivated and able to work on own initiative.	E	
	Able to delegate.	E	
	Excellent interpersonal and communication skills.	E	
	Able to effectively manage and motivate a team.	E	
	Good analytical skills and ability to find solutions to complex problems.	E	
Personal qualities	Responsible, reliable, committed and flexible.	E	CL/I
	Ability to make impartial judgements and take difficult decisions.	E	
Other	Flexibility towards working hours when necessary.	E	CL
	Car owner.	D	CV

CL = Cover Letter

CV = CV

I = Interview