



JOB DESCRIPTION
Finance Manager

Responsible to: Chief Executive Officer (CEO)

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| Department | Finance | Responsible for | Finance |
| EVH Grade | Grade SM1-SM3 | Last reviewed | April 2024 |

Job Summary

To provide financial information to our CEO, Board and colleagues to help them operate efficiently and effectively and to support business planning and decision-making that focuses on value for money and delivers positive outcomes for Homes for Life tenants and other service users.

Key Focus and Tasks:

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| Qualifications and Training | <ul style="list-style-type: none"> • A recognised CCAB accountancy qualification or equivalent • Previous experience in a public or voluntary sector organisation, preferably in the housing sector |
| Key Tasks: | <ul style="list-style-type: none"> • Produce Annual Statutory Accounts and oversee external audit • Follow up audit recommendations and close off timeously • Produce monthly Management Accounts • Manage month end financial reporting and balance sheet reconciliations • Ensure accurate posting of income and expenditure • Prepare and post prepayments and accruals • Fixed asset and component management • Preparation of Board reports with clear explanations of key variances • Attend Board Meetings to present and discuss management accounts and finance report • Management of rolling month cash forecasting in adherence with Treasury Management Policy • Working capital management to ensure cash is utilised efficiently • Oversee reconciliation of bank accounts • Appraisal of projects communicating business plan impact and funding requirements to non-financial managers • Liaise with budget holders to analyse cost drivers and resource requirements • Identify potential cost efficiencies to maximise value for money • Set and manage departmental budgets with regular reporting to assist non-financial managers to understand key areas of expenditure |

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| | <ul style="list-style-type: none"> • Provide variance analysis with associated narrative • Ensure external financial submissions are made by required deadlines • Oversee payroll and pension calculations and ensure submissions are made timeously • Manage financial processes and controls to streamline administration and mitigate risk • Review financial administration processes to increase efficiency and allocate roles and responsibilities in consultation with CEO and other managers • Set and manage the workload of financial admin ensuring key outputs are achieved and KPI's are met • Undertake regular performance reviews of financial admin • Support and develop the admin team and other colleagues on financial admin and processes • Review and document financial processes and supporting documentation • Lead and manage finance projects • Keep abreast of legislative developments affecting your area of work and undertake training and continual professional development to keep up to date with changing requirements. • Provide financial support and information to the CEO • Undertake any other tasks and duties within the scope and grade of the post |
| Tenant Participation & Consultation | <ul style="list-style-type: none"> • Contribute to the creation of Newsletters and other publications • Participate in community events • Actively promote membership of HfL |
| Complaints | <ul style="list-style-type: none"> • Deal with Stage 1 complaints in line with procedures • Investigate and respond to Stage 2 complaints in line with procedures • Escalate complaints to CEO as required |
| Performance & Risk Management | <ul style="list-style-type: none"> • Undertake updates to financial procedures to ensure risks are managed effectively • Implement financial controls in accordance with documented policies. • Monitoring performance to achieve financial targets and key performance indicators • Maintaining financial administrative systems to ensure that high quality reports can be produced as required by the CEO. • Assist with the implementation of HfL's Business Plan |
| General | <ul style="list-style-type: none"> • Review and update financial policies and procedures • Ensure compliance with all HfLs policies, procedures, and processes and SHR Financial Regulatory Standards. • Keep abreast of legislative and regulatory developments affecting your area of work and undertake training and continual professional development to keep up to date with changing requirements • Attend meetings out with normal working hours as required • Attend training and personal development sessions as required • Maintaining clear, accurate audit trails of meetings and contact with |

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| | <p>suppliers, contractors, and our customers</p> <ul style="list-style-type: none"> • Promote HfL's Equality & Diversity Policy • Carrying out any task that can be reasonably expected in line with the grading and overall responsibilities of this post |
| Health & Safety | <ul style="list-style-type: none"> • Assist in the implementation and monitoring compliance with HfL's Employee and Landlord Health & Safety Policies, legislative and regulatory requirements |
| General Data Protection Regulations/FOI | <ul style="list-style-type: none"> • Handle and protect all personal data in line with our Data Protection policies and current Data Protection legislation • Assist with responses to Freedom of Information and Environmental Information requests |
| Value for Money | <ul style="list-style-type: none"> • Endeavour to achieve VFM in the delivery of all services • Develop opportunities for improvement • Develop working smarter methods |
| <p>This job description is designed to provide a general statement of the required tasks, duties, and responsibilities. It is not exhaustive and may be subject to amendment and/or review depending on business needs from time to time.</p> | |