

Finance Manager - Reporting & Controls

Grade

TBC

Contract Type

Homeworker 1

CFO



Head of Finance - Reporting and Controls



Finance Manager - Reporting & Controls



2 x Accountants

Department

Finance



Reporting &
Controls

Role Overview

Reporting to the Head of Finance: Reporting and controls, you will work with the finance team to establish and maintain an effective reporting and control environment.

The role includes managing the monthly, quarterly, and annual accounting timetables and activities ensuring compliance across the full finance team with all policy and managing the year end audit.

The role is responsible for leading the fixed assets and group accounting teams, ensuring that all reporting and control requirements are met, together with providing an efficient and transparent service to all our customers.

RESPONSIBILITIES

- Responsible for monitoring of financial controls for all areas, ensuring all balance sheet reconciliations are completed accurately and on time.
- Responsible the monthly, quarterly, and annual timetables ensuring compliance with the Group's financial policies, procedures, and processes to ensure best practice reporting.
- Responsibility for ensuring fixed asset register is accurate, up to date and reconciles with the general ledger, the Asset Management system, and the housing management system.
- Manage the consolidation exercise monthly and prepare quarterly accounts for funders and annual accounts for group entities and support the production of the group consolidated accounts.
- Manage the day-to-day annual audit of the financial statements for the Group, maintaining open relationships with external auditors, ensuring no material issues arise within the external audit.
- Manage as appropriate any recommendations from any audit or review to ensure best practice design and effectiveness of financial controls.
- Ensure fully documented procedure notes are held and periodically reviewed, working across the whole finance team as necessary.
- Review and recommend the submission of the FVA to the Regulator of Social Housing and the annual RCGF return to Homes England
- Support the production of regulatory returns to the RSH or Homes England as outlined in the detailed timetables.
- Prepare reports for Audit, Risk and Compliance Committee in relation to the year-end statutory accounts process.
- Have oversight of and direct the application of the chart of accounts to ensure statutory and regulatory reports can be automated from the general ledger coding structure.
- Prepare other reports for the CFO, Executive Team, and Board Committees as required.

Our values



**Honest
& Reliable**

We are authentic,
open and dependable;
and we do what we
say we'll do.



Caring

We show kindness
and consideration
to our customers
and each other.



**Respectful
& Fair**

We listen to people,
and strive for equity
and inclusivity in all
that we do.

- Support the Asset Accountant and the Group Financial Accountant in the application of technical guidance or Group's accounting policies.
- Support the Group's advisors to ensure full tax compliance for the Group in relation to VAT, CIS, Corporate Interest Restriction, IR35 and Corporate Tax.
- Manage and motivate team members to provide excellent service, embrace best practice, innovate, and deliver continuous improvement.
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- ✓ Significant experience operating in a senior finance position within the Social Housing Sector.
- ✓ Demonstrable experience implementation / enhancement of financial controls
- ✓ Demonstrate experience of successfully executing strong financial controls
- ✓ An organised self-starter, with ability to effectively influence, demonstrating an ability to remain calm and composed while meeting deadlines.
- ✓ Ability to build successful relationships with own team members and internal and external stakeholders.

ESSENTIAL REQUIREMENTS

- ✓ Working knowledge of the latest Accounting Standards, particularly FRS102 and Housing SORP
- ✓ Demonstrable experience of capital accounting, ideally within the sector
- ✓ Knowledge of sector specific regulatory reporting
- ✓ Working knowledge of various tax regimes including but not limited to VAT, CIS and Corporation Tax
- ✓ Detailed understanding of best practice in relation to financial control

BENEFICIAL TO THE ROLE

- Fully qualified member of a recognised accounting body
- Preparation of management accounts within an asset-based business, ideally social housing
- A good understanding of control design and risk management

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