

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Group Financial Controller	Group Finance Director	Finance	Finance	C

<p>Job Purpose:</p> <p>Establish and maintain an effective internal control environment within the Finance Department. Full oversight of all accounting activities and financial transactions, ensuring compliance in all financial statutory and regulatory reporting for Your Housing Group.</p> <p>Money Laundering Reporting Officer for the Group.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability <p>Leadership Pillars:</p> <ul style="list-style-type: none"> • Authenticity • Strategic Thinking • Innovation • Resilience • Inspirational Leadership
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Key Responsibilities:

- 1.** Lead the development of the Group's financial policies, procedures and processes to ensure best practice, ensuring compliance with accounting standards, regulatory and stakeholder requirements, maintaining a strong internal control environment.
- 2.** Delivering the annual audited financial statements, whilst maintaining open relationships with external auditors, ensuring no material issues arise within the external audit, including presentation to the pre-agreed Audit & Risk Committee.
- 3.** Responsible for the delivery of monthly management accounts to a high standard of accuracy.
- 4.** Responsible for developing, implementing and monitoring of financial controls for all areas, ensuring all financial audit control points are fully addressed within the required timescales.
- 5.** Lead the development and delivery of the annual finance timetable, encompassing, but not limited, to the 5 year business plan, annual budgets and rolling forecasts, monthly management accounts and other regulatory returns as required by the Group.
- 6.** Maintain and update the departmental risk register, control statements/assessments and risk maps.
- 7.** Support the Group's advisors to ensure full tax compliance for the Group in relation to, but not limited to, VAT, CIS, IR35 and CT. Proactively engage in appropriate tax planning and support the Group in appraising opportunities with respect to taxation implications.
- 8.** Resource, manage and motivate the Finance Team to provide excellent service, embrace best practice, innovate and deliver continuous improvement, whilst meeting the needs to key stakeholders.
- 9.** Deputising for the Group Finance Director.
- 10.** Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Working knowledge of the latest Accounting Standards, particularly FRS102 • Working knowledge of various tax regimes including but not limited to VAT (incl. MTD), CIS and Corporation Tax • Detailed understanding of best practice in relation to financial control • Personal case studies which demonstrate direct involvement with financial management, business measurement and continuous improvement. • Knowledge of latest Accounting Standards and application to the social housing sector (Housing SORP) • Knowledge of sector specific regulatory reporting 	
Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills with a strong attention to detail • Demonstratable ability to effectively manage multiple projects to tight deadlines • Very analytical and procedural • Exceptional computer skills and be highly proficient in all Microsoft Office applications 	

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to build successful relationships with own team members and senior business management • A highly organised self-starter, with ability to effectively influence, demonstrating an ability to remain calm and composed • Successful relationship-building with own team members • Ability to liaise with colleagues within the Finance Department, to ensure work flows are planned, co-ordinated and communicated effectively 	
Experience	<ul style="list-style-type: none"> • Significant experience operating in a senior finance position within the Social Housing Sector. • Demonstratable experience in policy setting and the designing and implementation / enhancement of financial controls • Demonstrate previous experience of delivering high quality finance/resources management to effectively fulfil regulatory finance requirements. • Previous experience in tax management of a group • Risk management – experience of being able to make sound judgements which balance commercial realities and manage risk 	<ul style="list-style-type: none"> • Practical experience of Rent Income processing within Housing sector

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Demonstrate experience of successfully executing Statutory and Regulatory Reporting requirements • Experience of systems development and implementation 	<ul style="list-style-type: none"> • Practical experience of Rent Income processing within Housing sector
Qualifications/Education	<ul style="list-style-type: none"> • Fully qualified member of ACA (Association of Chartered Accountants), or practice background. ACCA (Association of Chartered Certified Accountants) • A degree level qualification 	
People Management Responsibility?	Line management responsibility, including coaching, development and performance management	
Budgetary Responsibility?	No budgetary responsibility	
Key Relationships (internal/external)	Executive Leadership Team, including the Chief Financial Officer and Senior Leadership Teams, including the Group Finance Director and Director of Treasury and Financial Planning, internal and external Auditors, and colleagues within the Finance Department	
<p>Safeguarding of Children Young people and Vulnerable Adults</p> <p>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>		

Key Role Performance Indicators
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| <ol style="list-style-type: none"> 1. All regulatory and statutory returns, including but not limited to the annual accounts and required tax returns, to be submitted within the required deadlines without exception 2. Actively address control recommendations as identified by internal and external audit to ensure no overdue audit actions at any time. 3. A departmental risk register actively maintained, with evidence of at least monthly reviews and updates 4. Clean External and Internal Audit Management Letters / outcomes with little or no reconciling items for the externally audited accounts versus Period 12 Management Accounts. 5. Implementation of a financial control framework, evidenced by a set of minimum internal control standards, where a minimum of 90% compliance is achieved 6. Group management accounts to be formally reported no later than working day 12 each month 7. Successful completion of a co-ordinated budget and forecast process which is delivered in line with Group requirements 8. Publication of a comprehensive finance timetable no later than the start of Q4 for the forthcoming financial year 9. All PDRs and monthly 121s with individuals within your management reporting line to have been completed by set deadlines to ensure adequate performance management. 10. Development and regular reporting of key financial KPIs, including the monitoring of key controls in both accounting and transactional teams. |
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Date Role Profile Created/Updated:	December 2020
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