

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Finance Manager - Planning	Chief Financial Officer	Finance	Finance	D

<p><b>Job Purpose:</b></p> <p>Lead the financial planning for the Group and its legal entities ensuring aligned to the overall corporate strategy and business planning process.</p> <p>Prepare the financial plan, assumptions and key outputs for presentation and approval by the executive leadership team and boards as and when required.</p> <p>Responsible for financial stress testing, mitigation planning and scenario planning.</p> <p>Prepare the annual Financial Forecast Return (FFR) for submission to executive and Board for approval.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul> <p><b>Leadership Pillars:</b></p> <ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Strategic Thinking</li> <li>• Innovation</li> <li>• Resilience</li> <li>• Inspirational Leadership</li> </ul>
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### **Key Responsibilities:**

1. Carry out financial modelling, liaising with colleagues across the business to understand the financial implications of growth, regeneration, acquisition, or development opportunities and aid decision making.
2. Responsible for the financial modelling for the Group to aid appraisal work and key decision making, carrying out financial modelling scenarios to assess the impact of any significant business decisions, sector emerging issues, investment, or development opportunities.
3. Responsible for the consolidated financial planning for Your Housing Group, and its legal entities, including commercial subsidiaries and joint ventures:
  - a. Prepare the Group consolidated financial plan to reflect the corporate objectives of the Group and all subsidiaries
  - b. Undertake stress testing of the financial plan and mitigation planning in line with regulatory requirements
4. As a Brixx financial planning software superuser, embed Brixx as the Group's financial forecasting tool, attending user groups to ensure the financial plan remains fit for purpose in terms of the structure and functionality of objects:
  - a. Create a bespoke Brixx financial plan for the Group
  - b. Develop bespoke reports for key treasury outputs and VfM metrics
  - c. Develop an impact assessment dashboard of financial metrics to inform visual graphical outputs.
  - d. Introduce the Brixx dashboard function and develop a suite of key dashboards for key areas of the financial plan
5. Responsible for the preparation and submission of the Financial Forecast Return, in line with the Regulatory deadlines, providing the assurance report to Executive Directors and Board to approve prior to submission.
6. Deliver support to other areas of the finance team at peak times or on major projects if necessary.
7. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Collation, analysing and interpretation of data and intelligence making informed business decision balancing commercial realities and manage risk</li> <li>• Knowledge of housing finance statutory &amp; regulatory reporting requirements</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Strong relationships skills, with the ability to influence at all levels</li> <li>• Ability to plan and prioritise workload, whilst maintaining accurate attention to detail</li> <li>• Excellent customer service and stakeholder management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Adept at reporting writing in software solutions</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering social housing technical accounting complexities.</li> <li>• Experience delivering social housing regulatory FFR submission</li> <li>• Experience using Brixx business planning software</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of building financial dashboards to aid decision making</li> <li>• Experience of Funder requirements in term of covenant reporting</li> </ul>

	Essential	Desirable
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>Fully qualified member of a recognised accounting body (i.e. ACA (Association of Chartered Accountants), ACCA (Association of Chartered Certified Accountants), CIMA (Chartered Institute of Management Accountants), CIPFA (Chartered Institute of Public Finance and Accountancy))</li> </ul>	

<b>People Management Responsibility?</b>	Line management responsibility, including coaching, development and performance management
<b>Budgetary Responsibility?</b>	No budgetary responsibility
<b>Key Relationships (internal/external)</b>	Senior Leadership Team, Executive Leadership Team and colleagues across the Group
<b>Safeguarding of Children Young people and Vulnerable Adults</b> 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.	

<b>Date Role Profile Created/Updated:</b>	<b>July 2021</b>
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