



ROLE PROFILE

Job Title: Business Planning Manager	Role Reports to: Director of Business Planning	Business Function: Chief Executives Dept	Grade: D
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Job Purpose: Support with the development and implementation of an innovative, growth focused commercial strategy for Your Housing Group.	Key Competencies: <ul style="list-style-type: none">• Flexibility & Resilience• Meeting Customer Needs• Interpersonal Understanding• Commercial Focus• Results Focus• Future Focus• Personal Learning & Growth• Building Relationships• Impact & Influencing• Gathering/Seeking Information• Innovation• Problem Solving & Decision Making
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YHG Values: Passion

Pride

Creativity

Key Responsibilities:

1. Lead the annual business planning process to set the 5 Year Business Plan; working with the Finance Team to support the development of an output driven, activity-based budget and plan, aligned to programme delivery requirements, making clear and reasoned recommendations to the Executive Leadership Team and Board.
2. Fully adhere to the Business Plan timetable, issue guidance, templates and communications for use by the Group that capture all relevant supporting information behind plans and forecasts and own the business plan financial model.
3. Critically review and challenge Business Plans, assessing plans for their affordability, value for money, timing and impact on programme delivery.
4. Liaise and co-ordinate with Finance colleagues to ensure thorough understanding of the programme schedule and company support requirements.
5. Engage and collaborate with key stakeholders and partner functions (such as Procurement, Asset, Operations) to ensure a holistic view taken to the required capabilities and resources needed to effectively deliver plans.
6. Utilise data analytics to provide insightful Management Information (MI) and drive consensus between senior stakeholders; working closely with the Business Performance team to develop Key Performance Indicators that underpin the business plan and offer valuable insights into business performance. Liaise with KPIs Data Analyst to ensure robust monthly reporting in CEO pack.
7. Carrying out ad hoc special projects as required by the CEO
8. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Proficient in operating Enterprise Resource Planning (ERP) systems, utilising data analytics software and complex Excel models. 	
Skills	<ul style="list-style-type: none"> Effective stakeholder management, with the ability to engage, communicate and develop consensus with both internal and external stakeholders. Ability to interpret and communicate complex financial issues to non-financial colleagues and to secure compliance with Managing Public Money. Ability to prioritise, making insightful recommendations on the options for allocation of scarce resources. 	
Experience	<ul style="list-style-type: none"> Experience of driving output focused, activity-based plans, budgets and forecasts. 	
Qualifications/Education	<ul style="list-style-type: none"> Qualified Accountant (ICAEW Institute of Chartered Accountants in England & Wales), CIMA Chartered Institute of Management Accountants, etc) 	



People Management Responsibility?	This role has no line management responsibility
Budgetary Responsibility?	This post has no budgetary responsibility but will support the Director of Finance with budget setting.
Key Relationships (internal/external)	<ul style="list-style-type: none">• Executive Leadership Team• Senior Leadership Team• Business Directors
<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.</p> <p>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>	
Date Role Profile Created/Updated:	December 2018