

## ROLE PROFILE

# Head of Finance – Reporting and Controls

Grade

C

Contract Type

Home Worker

Chief Financial Officer



Head of Finance – Reporting and Controls



Financial Accountant, Fixed Asset Accountant,  
Rents & Service Charge Manager

Department

Finance



Financial Controls,  
Rents & Service Charge

## Role Overview

Reporting directly to the CFO, work with the senior leadership team and finance department to establish and maintain an effective internal control environment within the Division.

This role includes full oversight of all accounting activities ensuring compliance in all financial statutory and regulatory reporting for Your Housing Group.

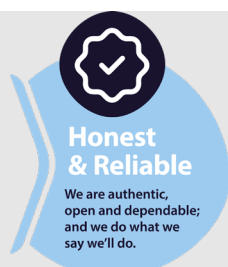
Leads the Rents & Service charge Team, ensuring all regulatory requirements are met, together with providing an efficient and transparent service to all our customers.

Provides support to the Audit and Risk Committee

## RESPONSIBILITIES

- 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 and ensure the appropriate application.
- Delivering the annual audited financial statements for the Group, whilst maintaining open relationships with external auditors, ensuring no material issues arise within the external audit.
- Support the Financial Accountant in the provision of technical guidance to all internal stakeholders and contribute to the Group's accounting policies, ensuring compliance with the Housing SORP (Statement of Recommended Practice) and relevant accounting standards.
- 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.
- Responsibility and accountability, but working across the Senior Finance team, for the departmental risk register, control statements/assessments, risk maps and business continuity plans.
- Lead the Rents and Service Charge Team, ensuring all regulatory requirements are met, and that the team delivers excellent customer service in an open and transparent way.
- 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.

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- Lead the financial reporting and rents and service charge teams, manage and motivate to provide excellent service, embrace best practice, innovate and deliver continuous improvement, whilst meeting the needs of key stakeholders.
- 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 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.
- ✓ 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
- ✓ Demonstrate experience of successfully executing Statutory and Regulatory Reporting requirements

## ESSENTIAL REQUIREMENTS

- ✓ Working knowledge of the latest Accounting Standards, particularly FRS102
- ✓ 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
- ✓ 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

## BENEFICIAL TO THE ROLE

- ✓ Experience of Rent Regulation within the Housing sector
- ✓ Experience of Service Charge Regulation within the Housing sector

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