



ROLE PROFILE

Job Title: Finance Analyst	Role Reports to: Finance Business Partner	Business Function: Finance	Evaluated Tier: 5N
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Job Purpose: Support Finance Business Partners to build and manage effective partnering relationships with key stakeholders across Your Housing Group (YHG) and the delivery of an effective, best practice and value-added function.	Key Competencies: <ul style="list-style-type: none">• Flexibility & Resilience• Meeting Customer Needs• Interpersonal Understanding• Results Focus• Commercial Focus• Personal Learning and Growth• Building Relationships• Problem Solving and Decision Making
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Key Responsibilities:

1. Assist the Finance Business Partners to produce and distribute the monthly management accounts, Key Performance Indicators and commercial performance analysis, investment appraisals, asset appraisals, project appraisal and general control reviews.
2. Work in partnership with the Shared Services team and the Financial Control team to analyse the integrity of the accounts and to drive continuous improvement in analysis, control and reporting.
3. Support the Finance Business Partners on business and capacity planning, budgeting/forecasting.
4. Provide analysis on the annual budgets, management accounts, forecast financial out-turn and performance information, providing clear financial and management information both retrospectively and through budgets and relevant forecasting.
5. Develop and build effective stakeholder relationships, to build finance knowledge which supports effective financial decision making, control and financial awareness across YHG.
6. Continuously review processes and procedures, to improve Finance Business Partnering services across the remit of the Finance Analyst role.
7. Assist the Finance Business Partners to support and provide expertise on initiatives, to generate efficiency and service improvements.
8. Attend meetings with the Finance Business Partner to assist on various projects, management reporting and budgeting; this may include the requirement to deputise for the Finance Business Partner at these meetings, when required.
9. Review processes and procedures to provide recommendation for improvement across Finance.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Sound knowledge of computerised ledgers • Demonstrable finance/resources management experience (e.g. assist in the delivery of management accounts) 	
Skills	<ul style="list-style-type: none"> • Demonstrably strong analytical skills. • Excellent verbal and written communication skills. • Strong relationship building and management skills. • Microsoft Excel, to advanced level 	
Experience	<ul style="list-style-type: none"> • Extensive experience working within a finance role. 	<ul style="list-style-type: none"> • Track record in providing financial support in a social housing sector organisation
Qualifications/Education	<ul style="list-style-type: none"> • Part 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) 	



People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Working with Director of Finance, Head of Finance Business Partnering, Finance Business Partners, Group Finance Control, Finance Management Team colleagues.
<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:	November 2018