



ROLE PROFILE

Job Title: Commercial Finance Manager	Role Reports to: Group Finance Director	Business Function: Finance	Grade: D
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Job Purpose: Working closely with multiple stakeholders, empowering operational teams to achieve greater efficiencies and improve profitability both commercial, and sector specific, performance indicators.	Key Competencies: <ul style="list-style-type: none">• Flexibility & Resilience• Meeting Customer Needs• Interpersonal Understanding• Commercial Focus• Results Focus• Future Focus• Building Relationships• Problem Solving & Decision Making• Impact & Influencing• Innovation
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Key Responsibilities:

1. Deliver accurate and insightful management information and analysis to influence key stakeholders in the development and achievement of their business plans, highlighting key commercial challenges, concerns and opportunities presenting Directors with a variety of financially quantified options.
2. Providing Commercial finance support to aid decision making, including:
 1. Analysing current and past trends, as well as complex financial information
 2. In-depth analysis on projects, including post completion appraisals
 3. Compiling analytical models and reports
 4. Oversight, management and challenge of the commercial input into the group defined budget and forecasting process
 5. Producing and tracking KPIs (Key Performance Indicators)
 6. Driving efficiencies and understanding ROI (Return on Investment) of projects
3. Improve CSAT (Customer Satisfaction) score, in line with stated company targets as highlighted on the balance scorecard.
4. Support and challenge non-finance stakeholders to drive greater efficiency and improve profitability, ensuring that performance is on budget and costs are within the agreed budget.
5. Presentation and provision of excellent reporting at meetings, including,
 1. Preparing presentations to Board of Directors and Senior Management
 2. Providing sector and competitor benchmarking
6. Ensuring operating units adhere to company standing orders and procedures, intervening where necessary to ensure financial governance is maintained
7. Work closely with our Treasury department to ensure the funding implications of any performance variances are successfully signposted and successfully managed.
8. Undertake additional duties appropriate to the role and/or grade.
9. Additional role focused duties as outlined in “Key Responsibilities continued”

Key Responsibilities continued:

Asset Strategy & Management

1. Preparation and ongoing management of a consolidated budget/forecast for both operational and capital expenditure in relation to existing assets
2. Consistently ensuring our NPV model operates to a high degree of accuracy and critically appraising assets for ongoing viability
3. Support the business with the procurement and contract management of sub-contractors to ensure optimum financial performance and accurate distribution of financial rebates.
4. Support the business to ensure full transparency between Fix360 and YHL Repairs and Maintenance, paying attention to the transition of services from YHL into Fix360

Capital Development

1. Providing financial support for bids and tenders related to land acquisition and unit construction.
2. Support the business with the procurement and contract management of sub-contractors to ensure optimum performance and accurate distribution of financial rebates.
3. Manage the utilisation and active monitoring of all grant funding to ensure liabilities are accurately recorded and financial performance is optimised.
4. Financially support the business in their Strategic Partnership with Homes England including actively participating in grant claims through the Investment Management System, attending the Strategic Partnership meetings in London and preparing appropriate management reports to support such meetings.

Housing Operations

1. Providing the Financial Governance over sector specific accounting and regulatory requirements in relation to service charges and sinking funds.
2. Monitoring the ongoing financial performance of our key business areas, including individual schemes where necessary, focusing on the impact of variations in our tenure mix to ensure we continue to further our charitable objectives.
3. Understand the financial impact of voids and bad debts and work closely with management to devise and implement solutions for enhanced performance.

Operational Excellence

1. Financial quantification and challenge of the costs and benefits included in business cases associated with Transformation.
2. Establish and maintain a process to ensure all transformational work is financially accounted for in line with Group Policy and that finance are aware of any upcoming transformational changes.
3. Work closely with IT and procurement to rationalise the existing IT supply chain in line with the revised business architecture and digital operating core vision
4. Provide financial support to the organisational design workstream to support the Agile worker vision

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of relevant accounting standards, whilst maintaining a strong commercial bias. 	
Skills	<ul style="list-style-type: none"> • Strong IT skills, specifically focussed on financial modelling within excel • Excellent presentation and communication skills, with a desire to understand the requirements of their stakeholders, and the ability to adapt information on approach, dependant on the audience and their requirements. • Attention to detail, delivering high standards of accuracy, reporting and analytical skills • Ability to work to tight deadlines, within a business which is undergoing significant transformation • Excellent communication skills, both written and verbal • Successful at building effective relationships with a variety of senior stakeholders across a variety of disciplines. 	<ul style="list-style-type: none"> • Experience of working to the FAST (Flexible, Approachable, Structured, Transparent) standard of financial modelling

	Essential	Desirable
Experience	<ul style="list-style-type: none">Significant quantifiable commercial finance support at a senior level	
Qualifications/Education	<ul style="list-style-type: none">Fully qualified member of a recognised accounting body (i.e. CIPFA (Chartered Institute of Public Finance and Accountancy) ACCA (Association of Chartered Certified Accountants)	<ul style="list-style-type: none">Fully qualified CIMA (Chartered Institute of Management Accountants), ACA (Association of Chartered Accountants), Chartered AccountantDegree level Education
People Management Responsibility?	This role has no line management responsibility.	
Budgetary Responsibility?	This post has no direct budgetary responsibility	
Key Relationships (internal/external)	<ul style="list-style-type: none">Group Finance Director, Group Financial Controller, Business Finance Manager, Strategic Leadership GroupInternally within YHG wider relationships will be developed and maintained across all stakeholders to ensure that effective relationships are maintained.Externally, relationships with professional bodies such as auditors, tax advisors, and legal firms will also be maintained on an as required basis.	
Safeguarding of Children Young people and Vulnerable Adults <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>		

Key Role Performance Indicators

Commercial Finance Manager

1. Presentation and analysis of the monthly financial performance, to the relevant members of SLT who have been defined as your key stakeholders. Financial performance is not limited to P&L, balance sheet and cashflow, and extends to include other relevant information as agreed directly with key stakeholders. Where adverse performance is identified action plans should be implemented and monitored to alleviate such performance.
2. Establishment and provision of key performance indicators for your area to monitor and improve performance. Where relevant these should include the VFM metrics.
3. Deliver a directly attributable quantifiable benefit of at least five times your annual salary cost in any rolling 12month period, through the provision of initiatives to improve performance.
4. Challenge key stakeholders whilst also preparing the consolidated rolling 12 month forecast to ensure forecast accuracy remains within a 3% threshold.
5. Maintenance of an up to date risk and opportunity schedule for your area. The schedule is to include, as a minimum, probable weightings, financial impact, phasing and enough detail outlining the identified risk or opportunity so that it can be read and understood as a standalone document.
6. Improved CSAT score in line with company defined targets as per the balance scorecard.

Commercial Finance Manager (1-6 above) and Asset Strategy and Management

7. Development and ongoing maintenance of the NPV model to reliably assess assets for future viability
8. Presentation of monthly reports where both the MD of Fix360 and DOAM are in agreement on the financials
9. Clear evidence through project plans that finance has been appropriately considered in all transition of activity from YHL to Fix360

Commercial Finance Manager (1-6 above) and Capital Development

10. Develop and maintain accurate monthly reporting on all grant funding
11. Implement a post completion scheme review to assess the final financial position and provide a lessons learned document for future schemes.
12. A marked improvement in the quality of fixed asset accounting, demonstrated by clearly documented processes and procedures and a clean audit report in FY20 with no fixed asset adjustments being proposed.

Commercial Finance Manager (1-6 above) and Housing Operations

13. Work with the Service Charge and Rent Manager to establish robust procedures and processes to ensure accurate and compliant accounting for all income categories.
14. Fully reconciled arrears balances between Orchard and Open Accounts at all times.



Commercial Finance Manager (1-6 above) and Operational Excellence

- 15. Financially support at least one business case per quarter
- 16. A demonstrable improvement in the accounting for intangible assets, as noted via a clearly documented process, accounting policy and no audit issues around intangible assets identified during the external audit process.
- 17. Development and maintenance of a fully costed financial model to support organisational design changes

Date Role Profile Created/Updated:	October 2019
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