

ROLE PROFILE

POSITION	Development Finance Manager (Treasury Accountant)	GRADE	Managers 2
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	August 2019

PURPOSE OF ROLE	To provide effective financial reporting, treasury management and support in relation to all development and treasury activities and a customer focussed service to all internal and external customers.
------------------------	--

KEY ACCOUNTABILITIES

1. Liaise with the Development and Sales Team to ensure scheme reporting is accurate and agreed.
2. Lead on compiling and co-ordinating accurate timely cash flow reporting each week and month-end.
3. Work with development and sales colleagues and validate each development scheme proposed for approval by carrying out an independent financial appraisal (IFA) - including NPV, IRR and asset cover analysis.
4. Lead on financial reporting for each development programme and each scheme, ensuring compliance with grant claims, tax and private subsidy requirements.
5. Lead on all Development and sales activity reporting within the Monthly Management Accounts.
6. Lead on compiling the all development and sales activity budgets and reforecasts.
7. Lead on preparing the development and sales information for the Business Plan on a quarterly basis.
8. Lead on reviewing the rent and service charge levels for each non-completed development scheme on a half-yearly basis and report to the Executive Team on findings.
9. Lead on the sales monitoring reporting (including Right to Buy, Right to Acquire and any associated cost floor calculations), ensuring the relevant Government Agency is notified as necessary.
10. Responsible for ensuring all development, sales and treasury activities are appropriately accounted for within the financial systems.
11. Responsible for the completion and submission of Coastline Design & Build VAT return for review by the Head of Finance.
12. Being the first point of contact for development and sales VAT and Tax queries.

13. Lead with the securitisation matters including charging new properties and seeking approval for properties to be released.
14. Lead on ensuring the security register is up to date and all asset cover ratios have been met with appropriate allocation amongst lender
15. Co-ordinate with the Head of Finance in the management of the Group Treasury function, ensuring compliance with funding agreements, debt and cash management according to the agreed Finance Strategy, and liaising with funders as required
16. Assist in the preparation of regulatory returns.
17. Lead on reporting all Treasury KPIs and assisting in the appraisal of treasury objects
18. Deputise for the Head of Finance
19. Support the Head of Finance and other Finance Team members in any ad-hoc queries or projects.

GENERAL OBLIGATIONS

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the Head of Finance
- Two Finance Officers reporting into this role

CONTACTS

Internal

- Board of Directors, Executive Management Team, Senior Management Team, Budget Holders and all Staff across the company.

External

- Customers, Customer representatives, Housing associations, Government Agencies, HMRC, Local Government, Solicitors, Suppliers, Bankers, Solicitors

PERSON SPECIFICATION

POSITION	Development Finance Manager (Treasury Accountant)	GRADE	Managers 2
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	August 2019

QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications:	<ul style="list-style-type: none"> GCSE Maths and English Grade 4 (C) or above and 2 A Levels or equivalent A recognised accountancy qualification e.g. ACCA, CIMA, ICA 	<ul style="list-style-type: none"> Relevant Degree in Finance or Business.
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Experience in an Accountancy role Maintenance of a computerised Ledger system Experience of preparing capital appraisals Preparation of cash-flow forecasts. Experience in the preparation of management accounts Experience of Treasury Management Dealing with Senior Managers and external customers. Excellent working knowledge of Microsoft Excel. Accounting Standards/concepts and Budgetary Control Procedures 	<ul style="list-style-type: none"> Report writing for Senior managers. Ledger System maintenance. Experience of Proval Housing Sector finance experience Property development experience
Job Related skills	<ul style="list-style-type: none"> Attention to detail and accuracy Sound analytical and numerical skills Able to plan, prioritise and manage efficiently and flexibly Communicating financial concepts effectively to non-financial staff Good all round IT Skills 	<ul style="list-style-type: none"> Ability to communicate successfully to senior staff and external bodies.

Personal Skills	<ul style="list-style-type: none"> • Team player • Commitment to working with a customer service focused approach • Strong communication skills • Innovative and proactive attitude and willing to work proactively to deliver change 	<ul style="list-style-type: none"> • Commitment to Social Housing and / or Charity sector
Other	<ul style="list-style-type: none"> • Ability to act tactfully with discretion and confidentiality. • Willingness to work flexibly in the interests of the Company • Able to undertake some national and regional travel • Commercial acumen • Satisfactory Basic DBS check 	