



ROLE PROFILE

POSITION	Finance Officer - Development	GRADE	G6
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	2.0	LAST UPDATED	August 2019

PURPOSE OF ROLE	To assist the Development Finance Manager in effective development finance activities and to provide a customer focussed service to all Internal and External Customers.
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KEY ACCOUNTABILITIES

1. Assist in compiling accurate timely development cash flow reporting each week and month-end.
2. Prepare each development scheme for approval for the Development Finance Manager.
3. Assist in compiling all development activity budgets and forecast.
4. Assist in the financial reporting for each development scheme and programme, ensuring all paperwork is filed and complete
5. Liaise with the Treasury Finance Officer over securitisation matters.
6. Monitoring and reporting of all Development schemes and liaising with Development staff to ensure all transactions are correctly and accurately accounted for.
7. Preparing development finance information for third parties – including Legal & General and National Housing Federation.
8. Ensure all documents are appropriately stored, reference and easily accessed for all development inter-company activities (CHL, CDB and CHM).
9. Support the Development Finance Manager 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 Development Finance Manager

CONTACTS

Internal

- Budget Holders and all Staff across the company

External

- Customers, Customers representatives, Housing Associations, Government Agencies, Local Government, Auditors, Banks

PERSON SPECIFICATION

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QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications:	<ul style="list-style-type: none"> GCSE Maths and English Grade 4 (C) or above Part Qualified AAT or equivalent 	<ul style="list-style-type: none"> AAT Qualified
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> Experience in an accounting role Good understanding of double entry book keeping Good knowledge of Microsoft Excel and Word 	<ul style="list-style-type: none"> SUN Systems Housing Sector finance experience
Job Related skills	<ul style="list-style-type: none"> Attention to detail and accuracy Sound analytical and numerical skills Able to plan and prioritise efficiently and flexibly Communicating effectively with 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. Innovative and proactive attitude and willing to embrace change High standards of professionalism and personal integrity 	<ul style="list-style-type: none"> Committed to Social Housing and Charity Sector
Other	<ul style="list-style-type: none"> Flexible approach to work. Ability to act tactfully with discretion and confidentiality. 	