

Role Profile – The What, The Where, The How

POSITION	Head of Finance Planning & Control		
TEAM	Finance & Performance	LOCATION	Coastline House
VERSION	1.0	LAST UPDATED	January 2026

THE PURPOSE OF THIS ROLE IS TO	To be responsible for all aspects of financial and tax planning, treasury management and development finance activities, and to have oversight of the purchase ledger functions for the Group
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Specific Accountabilities – The Brass Tacks

In the role, day to day, you'll be responsible for:

1. Lead the Group Financial Planning function, ensuring the accurate business plans are produced on a timely basis and that the Group has the financial (including cashflow) information required to make strategic decisions
2. Manage the Group Treasury function, ensuring that the Group complies with funding agreements and proactively manages debt, security and cash according to the agreed Treasury Management Strategy, liaising with funders as required
3. Assisting the Director of Finance in ensuring that appropriate debt (or similar) funding is in place as required to meet the Group's needs
4. Manage the Group Tax Planning function, ensuring that the appropriate regulations are followed and that the Group is able to adopt the most appropriate tax planning strategies
5. Ensure that the regulatory returns are completed in a timely and accurate fashion.
6. Support the Development Finance Manager on the Group's development activities
7. Support the Financial Controller on the Group's purchase ledger function and all system controls
8. Ensure that financial records are kept accurately, securely and in line with legislative and regulatory requirements and that the processes underpinning this are efficient, robust and regularly reviewed.
9. Work with internal stakeholders to identify, define and deliver the financial information and support required for effective resource management and decision making across the business.
10. Support the development of a data driven finance team which contributes towards the ongoing delivery of the Corporate Plan

- 11.** Implement and streamline financial policies and procedures to improve efficiency
- 12.** Support and deputise for the Director of Finance as required.
- 13.** Participate in and provide financial support to Senior Management Group colleagues as required.

Person Specification – The Who

PERSONAL SKILLS AND QUALITIES

At Coastline we are more concerned with how you work and what you bring to the role over formal qualifications or criteria. Specifically, what we're looking for is someone who:

- Demonstrates behaviours in accordance with Coastline's values:
 - Put our customers first
 - Be open, honest and accountable
 - Value each other
 - Strive to be the best
- Recognised accountancy qualification – fully qualified e.g. ACCA, CIMA, CPFA, ICAEW.
- Experience in preparation of long term financial plans
- Experience of Treasury Management
- Good track record of process management and improvement
- Strong understanding of financial accounting principles and regulations, including tax matters
- Proficiency in accounting software and advanced Excel skills
- Ability to work with a wide range of stakeholders
- Proven experience of managing and inspiring a team to deliver excellent performance
- Strong analytical and problem-solving skills

General Obligations - For All Of Us

- 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 Director of Finance

Responsible for the Development Finance Manager and Financial Controller (and their teams)

CONTACTS

Internal

- Board of Directors, Executive Management Team, Senior Leadership Team, Budget Holders and all Colleagues across the Group

External

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



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