

Role Profile – The What, The Where, The How

POSITION	Development Finance Manager (maternity cover)	GRADE	Managers 2
TEAM	Finance & Performance	LOCATION	Coastline House (hybrid agile working)
VERSION	1.0	LAST UPDATED	May 2022

THE PURPOSE OF THIS ROLE IS TO

Provide effective financial reporting and support in relation to all development activities and a customer-focused service to all internal and external customers.

Specific Accountabilities – The Brass Tacks

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

1. Liaising with the Development and Sales Team to ensure scheme reporting is accurate and agreed.
2. Leading on compiling and co-ordinating accurate timely cash flow reporting each week and month-end.
3. Working with development and sales colleagues and validating each development scheme proposed for approval by carrying out an independent financial appraisal (IFA) - including NPV, IRR and asset cover analysis.
4. Leading on financial reporting for each development programme and each scheme, ensuring compliance with grant claims, tax and private subsidy requirements.
5. Leading on all development and sales activity reporting within the monthly management accounts.
6. Leading on compiling the all development and sales activity budgets and reforecasts.
7. Leading on preparing the development and sales information for the business plan on a quarterly basis.
8. Leading on reviewing the rent and service charge levels for each non-completed development scheme on a half-yearly basis and reporting to the Executive Team on the findings.
9. Leading 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. Ensuring all development and sales activities are appropriately accounted for within the financial systems.

11. 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. Assisting in the preparation of regulatory returns.
14. Supporting the Head of Finance and other Finance Team members in any ad-hoc queries or projects.

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
- Has a good all-round standard of education and a commitment to continuing learning and development. You'll have a recognised accountancy qualification, such as ACCA, CIMA, or ICA and real-world accountancy experience;
- Can work with discretion and confidentiality;
- Has a decent working knowledge of computerised ledger systems and preparing capital appraisals, cash-flow forecasts and management accounts;
- Has a satisfactory basic DBS check;
- Some experience in the following would be an advantage:
 - Report writing for senior managers
 - Ledger system maintenance
 - ProVal software
 - Housing sector finance and property development

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.

