

Development Accountant

Reports to: Financial Accountant

Responsible for: No Direct reports

Role purpose

The purpose of this post is to assist with the provision of timely and accurate management information for Orwell Homes, to allow informed business decisions to be made. The post will support the team with production of Home's management accounts, forecasting and budgeting and have responsibility for other delegated tasks as required. In addition to be responsible for managing the housing stock portfolio accounting for development costs, additions to completed properties and any disposals / staircasing. The role will require communication, often with non-finance staff, to ensure that consistently high standards of service are delivered.

Role Scope

Provide support to the development team in understanding and managing their budget

Prepare accurate, timely management accounts for Orwell Homes Limited

Take on systems project work, ensuring new systems are feasible and meet the finance team requirements

Prepare monthly WIP / AUC schedules managing housing properties under development

Maintain housing stock balances, ensuring any component additions, disposals and staircasing adjustments are appropriately recorded

Work closely with the Development team, both acting as a business partner to support the team as well as ensuring finance are up to date with ongoing developments

Key Responsibilities

You will be solutions focussed and will deliver solutions and ideas that overcome the challenges faced by our customers and communities. You will adopt our Orwell values of P A C E.

People-focused – people are at the heart of our business. By recognising people's diverse needs and strengths and treating everyone fairly we can both serve our customers better and support our teams to run a brilliant business and improve services. We will work together as Team Orwell to achieve our ambitions.

Ambitious – we are ambitious to grow the organisation so that it can do more and realise the full potential of Orwell, our employees and those we support, care for and house.

Collaborative – we will work in partnership and search out best practice. We will collaborate with tenants, customers, colleagues and like-minded organisations to develop solutions together.

Effective – we will be economic and embed efficiency across our services ensuring we lead the way with our knowledge and expertise. We will ensure that our teams are committed and competent to be the best at what they do.

People-focused

You will;

- Promote Equality, Diversity, Fairness and Inclusion at all times
- Promote a 'Team Orwell' culture across the organisation
- Provide finance support to the development team with the support of the Financial Accountant.
- Work with the Development team to ensure that all aspects of the financial management of Orwell Homes Ltd is undertaken to a high degree of accuracy.
- Provide cover for other team members in times of absence, or as the situation requires
- Be able to work flexibly to meet the needs of the team and the deadlines required
- Liaise with the Financial Accountant to ensure accurate financial management of housing properties, including posting of additions, disposals and staircasing along with any other relevant adjustments.

Ambitious

- Always look to expand your learning and undertake all training and development essential for this role.
- Identify areas for service and process improvements within the finance team.
- Drive continuous improvement and innovation within the Orwell Homes accounting function.
- Take on any new projects as and when they develop if considered appropriate and within the capabilities of the role.
- Be pro-active with regards to improving and enhancing work processes where beneficial to ensure continuous improvement and to be involved in systems development.

Collaborative

- Participate in team meetings and share ideas for service improvements.
- Be a resourceful team player who is solution focussed and able to share best practice and lessons learned for the benefit of the whole organisation.
- Calculate and post of various accrual, prepayment and apportionment journals for monthly managements accounts, and any necessary records and reconciliations in relation to this, including cleardown of relevant suspense accounts.
- Ensure transactions are coded correctly by liaising with wider finance team.
- Working with the Development team ensure that regular data uploads are made to the project management software (Sequel) in a timely manner in order for cashflow and regulatory return data to be extracted.
- Collaborate with the development team and analyse current processes / systems and review for potential areas of improvement

Effective

- Comply with Orwell's Health & Safety policy and carry out activities in a safe manner.
- Seek to proactively improve value for money in your area of work and raise suggestions for improving value for money.
- Seek to proactively mitigate the actual and perceived risks in your area of work and raise suggestions for reducing risk.
- Maintain oversight of the property portfolio, ensuring costs are appropriately recorded on ongoing developments, as well as posting any adjustments required to completed properties.
- Ensure that intercompany transactions / balances agree with Housing and Homes on a monthly basis
- Perform monthly reconciliations as required.

- Assist with preparation of year end calculations, reports, and other tasks as appropriate.
- Undertake additional responsibilities that may arise from time to time which are consistent with the nature and level of this position.
- Assist with budgeting of income and expenditure accounts as required.
- Prepare and submit monthly VAT / CIS returns in a timely manner.
- Manage cashflow forecasting for Orwell Homes, providing the OHL information for the wider group cashflow forecast.

Person Specification – Development Accountant

Qualifications

GCSE Grade C or equivalent in Maths and English Language is essential - essential

Working towards or willingness to work towards accounting qualification is desirable unless an equivalent qualification has been obtained or qualified by experience - essential

Experience

Previous experience of working in a finance environment

Knowledge

Basic book-keeping knowledge (essential)

Knowledge of Housing Association or construction finance (desirable)

Skills

Able to work as part of a team and independently (desirable)

Familiarity and confidence in using computer systems, in particular Excel (essential)

Competence in basic report writing and written and verbal communication (essential)

Able to produce highly accurate work with an attention to detail (essential)

Attributes

A confident communicator (desirable)

Ability to work in an agile way and prioritise own workload (desirable)