

## Job profile

<b>Job title:</b> Finance Business Partner (Treasury & Development)	<b>Responsible to:</b> Financial Planning & Treasury Manager
<b>Salary grade:</b> J £42,339 per annum (depending on experience)	<b>Contracted Hours:</b> 37 (Full Time)
<b>Responsible for:</b> N/A	<b>Behaviour level:</b> 2 – Managers

### **Purpose of the job:**

The Finance Business Partner (Treasury & Development) will provide a link between the Development and Finance Teams. They will be accountable for the delivery of a range of financial services and analysis to support the Group's Development function.

The role is accountable for delivering high quality financial support and analysis to key senior internal decision makers to support areas such as decision making, budgeting, forecasting, management and financial accounting services in respect of Development and new home sales. As the lead representative of Finance develop a 'customer first focussed' approach, resolving any issues or queries and to develop wider understanding of financial reports and processes.

The role is accountable for the development and maintenance of cash flow forecasts for the Group and LVRHA to manage liquidity in accordance with the approved Treasury policy and strategy. The role will also provide the Group's and LVRHA's funders with accurate and timely financial information to ensure continued loan compliance as well as being responsible for the operation and servicing of bank accounts and loan facilities.

This role is integral to the Finance Team managing the relationship with funders and maintaining the Group's and LVRHA's Long-Term Financial Plan. Additionally, you will implement the continuous improvement of finance processes and systems to maximise the accurate, timely and tailored services to customers.

### **Key accountabilities:**

1. To account for all Development income and expenditure including revenue and capital costs; to include property sales, development allowances and capitalised interest in accordance with accounting policies. Account for all scheme completions, updating and reconciling the Housing Stock Register, transferring income and expenditure on completed developments for recording on the fixed asset registers by the Finance Business Partner (Homes).
2. To partner the Development Team, prepare and complete monthly management accounts and financial forecasts for the Development Team and Development Schemes, including detailed cash flow forecast for development schemes for consolidation into the Group cashflow. Prepare and complete a commentary and

variance analysis to support the monthly financial reports for inclusion in the Group Financial Reporting and reporting to the Development Committee.

You will prepare the annual revenue and capital phased budgets for income and expenditure, including department budget, sales and grant income, and capital scheme development expenditure to meet Finance Team deadlines. Ensure that all budget information, including profiling, is kept under review with the service and is entered into and kept up to date within the accounting system.

3. To be a super user of the Groups Development Appraisal application to provide support to the Development Team in performing appraisals of development opportunities, review of appraisals to ensure they are financially robust, meeting financial evaluation criteria, before scheme approval. Complete analysis of schemes at completion to the pre-approval appraisals to identify learning from experience and ensure a continuous feedback loop into future appraisals. Support the Financial Planning & Treasury Manager in maintenance of the appraisal application, through maintenance of archetypes and as custodian maintain the library of appraisals at key milestones.
4. To work closely with the Management Accountant to prepare the relevant working papers for the year end external audit including, but not limited to capital commitments, loans, deferred capital grants, stock (current asset element of shared ownership), interest and financing costs for the Group & LVRHA in adherence to accounting policies and the Finance Team timetable, ensuring an efficient external audit process. Ensure all working papers are available for the external auditors and support the audit by responding to and resolving all audit queries; actioning and embedding all actions from internal and external audit recommendations.
5. To develop and maintain the Group and LVRHA Treasury Diary to ensure all financial information to funders and the security trustee is submitted timely, and account for all loan transactions, including interest and non-utilisation fees, ensuring that payments to funders are authorised and remitted on time, and all loan accounts reconciled in the Statement of Financial Position. Account and reconcile for Group & LVRHA loan administration costs.

To plan and compile data for loan valuations and security charging, working with external valuers and colleagues across the Group, in accordance with loan agreements to ensure security cover compliance with the Group & LVRHA funders.

To calculate loan covenants monthly, to report evidence of covenant compliance and annually ensure completion and audit, as required, of covenant compliance certificates to ensure timely submission. To provide a monthly summary report on treasury, including covenant and relevant internal KPIs (e.g., Golden Rules) compliance and cash flows for reporting to senior management.

6. To work in collaboration with the Head of Financial Planning & Treasury, cashflow the draft annual Group & LVRHA budgets held in the finance system to forecast loan

drawdown requirements, repayments, and calculate loan financing costs to generate and upload to the finance system a profiled budget cashflow. Support the annual budget process by calculating the budget covenant compliance position.

7. To complete weekly, monthly and financial year out-turn forecast cashflows to ensure management of liquidity; managing the Associations cash position and loan drawdowns / repayments to ensure compliance with the Treasury Policy and Strategy.

To prepare loan drawdown and repayment notices accordingly ensuring at least the minimum notice is provided to funders in accordance with loan agreements.

To maintain the loan and clearing bank mandates and prepare account transfers required to manage liquid funds of the Group and LVRHA.

8. To prepare and ensure timely submission the Quarterly Financial Survey return to the Regulator of Social Housing, ensuring accuracy of the return in accordance with the RSH guidance and reconciled ledger position.
9. To prepare and submit the Group's VAT return, including calculation of the Group's partial exemption annual adjustment in accordance with the approved partial exemption special method. To act as the internal VAT advisor within the Group and obtain and disseminate advice as required to support colleagues, particularly the Development Team.
10. To be a proactive member of the SLH team; continually seeking to improve outcomes and develop your own skills and the performance of the team. You will seek to improve processes and ensure value for money.
11. To ensure that Health, Wellbeing and Safety policies and procedures are adhered to, to deliver effective and safe services and operations.
12. To ensure you work in accordance with legislative, regulatory and financial requirements in relation to your role at all times.
13. To ensure that SLH data is collected, safely and appropriately managed, reported accurately and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to ensure data quality and security.

## Person specification

Job title Finance Business Partner (Treasury & Development)		
Criteria	Essential / Desirable	Method of Assessment
<b>Qualifications</b>		
CCAB or equivalent qualified accountant	D	CV
Evidence of continued professional development	E	CV/I
<b>Knowledge, skills and abilities</b>		
Strong digital skills in Microsoft Office products (in particular PowerPoint, Word, Excel, Teams) and using computerised accounting systems	E	CV/I
An unwavering commitment to equality, diversity and inclusion, ensuring this is embedded in the work of SLH	E	I/ST
Thorough knowledge of the relevant accounting standards and housing SORP and will keep up to date with any changes in the accounting and disclosure requirements	D	CV/I
Excellent oral and written communication skills	E	I/ST
Outstandingly organised with a high degree of attention to detail and accuracy; with ability to prioritise and manage a varied workload to meet agreed deadlines	E	I/ST
Challenge assumptions and decision-making whilst working collaboratively to aid continuous improvement with all members of EMT and the wider Business Strategy Group	E	I/ST
Robust knowledge of accounting regulations including financial controls, process, procedures, legislation and current practice	E	CV/I
Excellent interpersonal and customer care skills	E	I/ST
Understanding of long-term investment appraisals including discounted cash flow modelling, and development appraisal software packages	D	CV/I
Highly skilled and have a deep understanding of the technical, risk, commercial and strategic issues and implications arising from investment decisions	D	I
Demonstrates determination to ensure best practice is followed	E	I
Is a role model to other colleagues in expected professional standards, and in alignment with SLHs shared SLICE values and behaviours	E	I/ASS
<b>Experience</b>		
Experience of using finance systems to provide robust financial information with a clear audit trail, for several	E	CV/I

uses, including regulatory returns, benchmarking, and provision of information to other third parties		
Proven experience of operating in a finance team of a medium or large organisation	D	CV/I
Demonstrable experience in establishing and maintaining working financial models to provide financial reporting and analysis to non-finance colleagues	E	CV/I
Demonstrable experience in preparing cash flow models that integrate information from numerous sources from short to long term	D	CV/I
Experienced finance business partner, coaching and supporting colleagues with their financial responsibilities	E	CV/I
A thorough understanding of housing, with demonstrable experience in complex financial modelling	E	CV/I
The credibility and track record to gain the trust and respect of colleagues including the Executive Management Team and Senior Managers, and an ability to influence decision making in the business	E	I/ST
Experience of maintaining a robust financial control environment, including delivery of balance sheet reconciliations	E	CV/I
Experience in long term financial plan modelling	D	CV/I
Experience in the production of annual financial statements	D	CV/I
Experience in developing processes, systems and initiating and driving continuous improvement	E	CV/I
	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test ASS – Psychometric tool e.g., Wave
<p><b>Please note:</b> No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.</p>		
<b>Role profile prepared by:</b> Director of Finance		
<b>Review date:</b> July 2025		
<p><b>Location:</b> Will be Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD. South Lakes Housing operates a hybrid working policy.</p>		