

# Finance Manager (Treasury & Business Planning)

**Team:** Finance  
**Report To:** Director of Finance  
**Grade:** SH12



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## Overview:

The role of the Finance Manager (Treasury and Business Planning) is to ensure that expert financial advice is given to all Directors and Service Managers and to enable Salix to meet its ambitions.

This is a key role within the business bringing a depth of housing knowledge and technical accounting knowledge and expertise to the forefront. The role is pivotal to building effective relationships across the business, providing comprehensive financial information and advice, encouraging innovation to deliver better ways of working and proactively drive for efficiencies across the wider organisation.

The role will be responsible for the creation, implementation, and maintenance of efficient and effective systems and tools for full financial management and control.

Reporting directly to the Director of Finance, the Finance Manager (Treasury and Business Planning) will promote financial sustainability across Salix Homes through effective leadership and partnership working to optimise key opportunities across the organisation.

The Finance Manager (Treasury and Business Planning) is integral to ensuring that Salix Homes finance service is well managed and drives change across the business in line with our financial strategy. The ability to work accurately, prioritise workloads and meet deadlines is essential along with excellent computer skills and a flexible attitude.

The role holder should be a qualified accountant (CCAB) or hold extensive experience in senior roles with strong relationship building skills, the ability to lead and motivate a team utilising excellent communication skills. Working collaboratively with internal and external stake holders, funders, and regulatory bodies is a key requirement of the role.

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## Responsibilities:

- To provide Treasury and Business Planning financial advice to all levels of the organisation and to inform decision making, recognising the services delivered and the framework in which the business operates.
  - To manage and plan work for finance colleagues.
  - To influence the development of the financial strategy and action plan and report performance against the plan to senior leadership.
  - Working with the Director of Finance to lead finance aspects of the new business transformation agenda within the organisation, including leading one-off projects.
  - In line with the financial strategy to lead on value for money reporting in relation to ensuring metrics are monitored against peer group organisations, introducing, and maintaining appropriate processes to manage change and minimise risk.
  - Responsible for ensuring the planning of work collaboratively and seamlessly with budget holders/senior leadership and service managers ensuring that all finances are explained and understood.
  - Responsible for capital and investment accounting.
  - Responsible for the preparation of financial statements for the group and subsidiaries and working papers and be the key contact for external audit compliance in accordance with the relevant accounting standards and social housing SORP.
  - Responsible for all aspects of Treasury Management in accordance with the Annual Treasury Management Strategy including, preparing and leading on the development of policies and procedures, cash flow management, reviewing borrowing requirements and the investment of surplus funds in accordance with Salix Homes' Treasury Policy and compliance with loan covenants.
  - Management levels of access and reporting to Salix bank accounts and online transactions
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- Working with the Director of Finance in assessing finance needs and preparing the organisation for refinancing in the future.
  - Work in partnership with budget holders to inform and deliver the 40-year business plan, including annual budget setting, cashflows, covenant calculations and development programme and a suite of sensitivity analysis including scenario planning and stress testing.
  - Responsible for assessing development and investment appraisal options for growth & development committee, including the impact on the 40-year plan and ensuring tax efficiency is maximised and appraisals meet parameters.
  - Manage the Homes England IMS system to ensure recording of accurate and timely grant information.
  - Act as a senior point of contact for the Building Safety and Development service areas and Property Investment team, ensuring budgets are managed, set and maintained within agreed board approved parameters.
  - Responsible for appraisal options modelling surrounding building safety and investment decisions.
  - Manage the Transactional Processing team to deliver the accounts payable and receivable processes.
  - Responsible for sign off of SHDL accounts including GMJV fundco and intercompany transactions.
  - Responsible for the Delivery of a suite of Regulatory and funder returns including, Statistical Data return and Financial Forecast return.
  - Ensuring that all VAT and tax is correctly accounted for and that required returns are submitted accurately and timely
  - Prepare and inform Executive and Board papers and presentations as required.
  - Responsible for improvement within finance systems and processes driving automation in reporting and driving efficiency within Finance Business Partnering
  - Leading, inspiring, and developing colleagues providing direction and coaching to support their personal development.
  - Management and development of the Finance Partner (Assets & Development) and Transactional Team Leader, ensuring that they have clear objectives; and encourage learning and development for individual colleagues and the team to promote a Finance Business Partnering ethos across the organisation.
  - Setting and revising policies and guidance for finance ensuring that the highest standards of accuracy and compliance are achieved.
  - Responsible for the development and maintenance of bespoke finance reports through chosen reporting software, ensuring all data is processed securely in line with Information Governance policies and procedures.
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## Profile Fit:

- This role requires a self-motivated senior finance expert who can manage effectively and who thrives on change. They will be comfortable with a high level of autonomy and potential uncertainty and able to use their own initiative to adapt to changing work demands and complex challenges
- This is not suitable for someone who has limited senior finance experience and knowledge to carry out the required responsibilities. This is not suitable for someone who has limited organisation skills and is unable to identify potential errors or non-compliance.

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## Main Stakeholders:

- Executive Directors
  - Directors of Service Areas
  - Leadership Team
  - Funders
  - Regulator
  - Legal Advisors
  - External Advisors
  - Budget Holders,
  - Salix Homes Employees
  - Audit Partners
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## Person Specification

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### Knowledge:

- CCAB Qualified Accountant or hold significant qualification by experience in the key areas of responsibility.
  - Expert understanding of relevant legislation and accounting principles, such as FRS102 and SORP.
  - Strong understanding of social housing and relevant Tax and Pension legislation.
  - Excellent working knowledge of external and internal reporting cycles, including Year End statutory report preparation, management account preparation and analysis.
  - Expert working knowledge of Brixx business planning software.
  - Excellent working knowledge of development appraisal and Grant funding submissions.
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### Skills:

- Have excellent influencing and negotiation skills with experience of bringing together competing demands and requirements and generating consensus around priorities.
  - Highly numerate with strong IT skills including Microsoft Word, PowerPoint, and Excel.
  - Expert communicator, verbally and in writing with the ability to quickly produce quality reports and advice.
  - Must be able to work under own direction and manage, plan, prioritise and communicate multiple projects.
  - Ability to think in a structured and methodical manner.
  - Ability to acquire and develop new skills and demonstrate a strong commitment to personal learning and continuous professional development.
  - Ability to work with and respond and answer queries from stakeholders including the executive team, our funders, and the regulator.
  - Possess curiosity, drive, and a genuine desire to influence colleagues to improve processes and outcomes
  - Ability to analyse services to suggest efficiencies and practical improvements for the Value for Money agenda
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### Experience:

- Experience of leading change and Transformation activities to deliver better ways of working and improving efficiencies
  - Demonstratable track record of success in a senior financial role within the housing sector.
  - Expert understanding of relevant legislation and accounting principles, such as FRS102 and SORP
  - Proven experience and track record of delivering financial accounts, regulatory returns, budgets, management accounts, business partnering and value for money.
  - Excellent experience and understanding of end-to-end financial processes
  - Demonstrates the ability to build strong working relationships with all colleagues including those of a non-finance disposition.
  - Demonstrates a commitment to continued professional development
  - Experience of working at a senior level with Executive and Senior Management Teams
  - Experience and knowledge of regulatory and legal frameworks within social housing.
  - Experience of leading and mentoring a team and being a good role model
  - Experience of leading the Business Planning process.
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