Job Description

Job Title: Strategic Finance Manager

Reports To: Assistant Director of Finance

Direct Reports: Business Planning & Treasury Business Partner
Strategic Finance Business Partner
Trainee Accountant

Job Purpose: Lead and oversee the production of the Group Business Plan and stress testing and the financial year-end accounts

Ensure compliance with all financial, statutory and regulatory requirements through timely completion of returns (HCA, funder and HMRC)

Lead the treasury function for WCHG adhere with the treasury policy

Manage the finance team service for the development team ensuring appraisals are closely reviewed, cashflows are monitored and all tax and treasury considerations are taken into account.

Salary Band:

Key Responsibilities

- To be responsible for financial planning, year-end accounts delivery, development team support, treasury, compliance and tax for the Group;
- To oversee the preparation of the 30-year Business Plan, along with all stress testing and sensitivity testing for review by the AD of Finance;
- With the Business Planning and Treasury Business Partner, prepare the Business Plan and stress testing and write up in a Board report and related presentations.
- To be responsible for the annual statutory accounts of the Group (WCHG, Garden City Homes and Garden City Design and Build) including the

consolidation, associated notes and the annual audit file in line with the prescribed timetable;

- Lead the finance team to contribute to sections of the accounts. Ensure the finance team meet all the requirement of the audit and liaise directly with the audit manager on requirements.
- Manage the strategic Finance Business Partner to support the development team. Specifically, perform second review large development schemes, ensure that tax, treasury and business planning is considered in relation to new schemes. Encourage and ensure close collaboration with the Development and Garden City Homes team.
- To prepare financial sections of development committee reports, including associated financial appraisals for all tenures; advising on compliance with the investment policy and advising of the most appropriate subsidiary to make the investment stress testing the appraisals and running through the existing Business Plan;
- To be responsible for the Treasury Function of the Group ensuring all daily treasury activities are carried out and that all funding transactions are correctly accounted for, maximising the Group's net income in this area;
- Overseeing the work of the Business Planning and Treasury Business Partner, in particular, the monthly and quarterly cashflow process ensuring compliance with the treasury policy;
- To oversee the production of the quarterly and annual covenant compliance reporting to the funders and any other information required by the funders in line with the loan agreement;
- In due course, play a core role in the refinancing of WCHG, building a business plan, supporting the decision of how much funding is required and the producing the relevant information for future funders;
- To review all statutory and regulatory returns produced by the team, including VAT and HCA returns (Quarterly Return, FFR, FVA);
- Be the point of contact for taxation queries for the Group, helping colleagues and liaising with our tax advisors. (Corporation tax, VAT, Employment Tax, CIS, transfer pricing).
- Manage the annual process of the corporation tax returns with the tax advisors
- Ensure timely and accurate financial management and performance information from the team in line with Corporate requirements and deadlines for the Development team;

- Review JV North accounts and Board papers prepared by the trainee accountant;
- To assist the AD of Finance in the preparation of ad hoc reporting papers to both Exec and Board. Support the AD of finance in presentations to committees, Board or customers where required;
- Prepare subsidiary management accounts and budget board papers
- Contribute to managing financial risks of the organisation through standard processes and critical thinking;
- Be able to respond and answer queries from stakeholders including the executive team, our funders and the regulator;
- To lead in the continued development of financial processes and systems. This would include playing a significant role in the next step with our finance systems (either a reimplementation or a new system). On a day to day basis it would include the documentation of finance procedures and guidance notes, ensuring compliance with best practice;
- Lead finance aspects of the new business transformation agenda within the organisation. Organise staff to deliver this objective and liaise with senior managers;
- Lead one-off projects, create and co-ordinate project plans;
- Be able to understand and analysize the treasury and development lead Value for Money metrics for WCHG against our peers;
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- To provide cover and support to the Operational Finance Manager and Rents and Service Charge Manager; this will include, but is not restricted to, preparation of management accounts, assisting in the budgeting process, overseeing service charges process and queries;
- To seek continuous improvement in the efficiency and accuracy of the service to deliver a customer focused, responsive and Value for Money service;
- To actively pursue own development and take advantage of learning and development opportunities;
- Lead one-off projects, create and co-ordinate project plans;
- Be willing and able to present information to any audience;
- Deputise for the AD in meetings at the executive and board level; and
- To carry out any other duties commensurate with the post as necessary.

People Management

- Be a good role model for the finance team, mentoring those progressing through their exams and career and motivating those that are qualified and at the level they wish to be at.
- To set, monitor and performance manage objectives for first line reports.
- To provide effective management, guidance and support to team members.
- To provide a consistent, excellent service to the Group's customers through the effective management of staff;
- To highlight areas of training and development for individual team members, where required to deliver this training or arrange with HR to source externally
- Manage individual performance in a fair and objective manner, consistent with the organisation's procedures, strategic objectives and values in order to support the delivery of customer focused value for money services
- Manage attendance and absence to ensure continuity of service delivery and ensure that appropriate action is taken, in accordance with the Group's policies and procedures to deal with sickness absence
- Contribute to Group-wide projects and improvement activities as and when required

Budget & Financial Responsibilities

- To be responsible for the cash management of the business.
- To work with the Operational Finance Manager to deliver the annual Budget. Specifically lead on the development capital costs, sales of properties and treasury elements.
- Deliver Business Plan and stress testing, with close attention to refinancing and covenant compliance.
- Monitor and discern the movements on the Value for Money calculations.
- To produce monthly development budget and forecast reports and executive summary for Executive and Board.

Organisational Responsibilities

- To contribute to Group-wide projects such as service review and Business Transformation activities, providing advice, guidance and information on solutions to meet current and future business needs;
- To ensure the delivery of departmental strategic objectives;
- To actively scan the external environment including government and legislative changes and make appropriate recommendations to amend service delivery;
- To support the delivery of the consolidated financial accounts;
- Understand the finance regulations and the implications for the finance team on a day to day basis.
- To deputise for the Assistant Director of Finance at board or committee meetings as appropriate.

Health and Safety Responsibilities

- To be able to drive and have a clean current driving licence is helpful for this role;

General

- To deliver all services in accordance with Wythenshawe Community Housing Group's policies and procedures;
- To promote and embed equality and diversity as an integral aspect of working for Wythenshawe Community Housing Group, leading by example as a manager;
- As a senior leader responsible for high level risk areas such as the Business Plan, Treasury, Development, Compliance and Tax, ensure awareness of these areas is driven across the organisation;
- To undertake training and attend meetings as required and as directed by Assistant Director of Finance;
- To ensure compliance with relevant legislation at all times;

- To carry out any other duties which are consistent or commensurate with the role and/or as directed by senior management within the Group.
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- To take a lead role in relation to the efficient and effective management of health and safety issues in own business area.

General
No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

Strategic Finance Manager

SECTION	CRITERIA
Education & Qualifications	● CCAB qualification/equivalent is mandatory. ● Excellent standard of literacy and numeracy as evidenced by A-levels or equivalent;
Skills, Knowledge & Experience	**Soft skills** ● The ability to effectively manage time and prioritise a varied workload; ● Confident verbal and written skills enabling effective communication internally, making financial information easy to understand for all levels of seniority of colleagues; ● Professional communication with our funders, the regulator and statutory bodies; ● An ability to present to an audience is desirable; ● Have a flexible approach to working, adapting to change well; ● Commitment and understanding of the need to deliver services with a clear focus on value for money; ● Experience in leading a team of financial professionals from apprentices to fully qualified staff, mentoring them and being a good role model; ● Good attention to detail and demonstrates an analytical approach and a curiosity to data; ● Is a natural problem solver; and

	• An awareness of the commercial impact of decisions; • Experience in implementing new systems and project management are desirable. **Technical skills** • Experience in treasury and refinancing • Understanding of development and investment appraisals • Good working knowledge of Brixx is important (although other business planning software experience will be considered useful) • Experience in the production of timely financial management information for year end and management accounts • Understand of Value for Money Metrics (regulator of social housing) • Experience in managing and reviewing cashflows to manage the treasury requirements of the organisation • Have strong technical accounting skills understand FRS 102 and the Housing SORP • Have strong IT skills, particularly in Excel • Experience of working with development scheme taxes and VAT for a housing association (partial exemption)

Key Responsibilities of Role

- Lead and oversee the production of the Group Business Plan and stress testing and the financial year-end accounts
- Ensure compliance with all financial, statutory and regulatory requirements through timely completion of returns (HCA, funder and HMRC)
- Lead the treasury function for WCHG adhere with the treasury policy
- Manage the finance team service for the development team ensuring appraisals are closely reviewed, cashflows are monitored and all tax and treasury considerations are taken into account.

Key Team Relationships
Key Internal working relationships are with: • Senior Managers • Assistant Directors and Executive • Operational Teams across the Group • Colleagues and service users **Key External working relationships are with:** • Third party suppliers • Partners / Agencies • Contractors – providing agreed services on the Group's behalf • Bank and funders