



JOB DESCRIPTION

Post Title:	Financial Planning Accountant
Responsible to:	Head of Treasury
Location:	Memorial House
Hours:	35 hours per week
Responsible for	The timely and accurate provision of forecast financial information with particular emphasis on the development programme to understand its impact on financial performance and quantify the financial resources required to deliver growth objectives
Salary or Grade:	Grade (spot salary)

This post is subject to a standard DBS clearance

Principal Duties and Responsibilities

1. Using the financial modelling software prepare the Group's income and expenditure forecasts, including the calculation of key ratios, checking output for accuracy
 - 1.1 Work with the development team and the development accountant to establish the status of the current development programme and associated cash flows
 - 1.2 Work with management to understand the cash flows associated with the future unidentified programme
 - 1.3 Maintain records sufficient to provide a clear and auditable trail and reconciliation for all numbers included within the financial forecasts
 - 1.4 Carry out analysis to explain variances in forecast cash flows
 - 1.5 Carry out sensitivity analysis and report on the financial impact of changes to the assumptions underpinning the development programme
 - 1.6 Prepare reports on actual development programme performance YTD

and forecast cash flows for the Group Treasury Committee and the Development Monitoring Group

- 1.7 Provide development programme expenditure forecasts for inclusion in the Homes England Strategic Partner grant claim (or equivalent)
- 1.8 Prepare Regulatory returns to include the Group's 30 year Forecast Financial Return and Quarterly Survey
- 1.9 Provide information to the development team to ensure assumptions used in scheme appraisals are in line with those in the financial forecasts including the average scheme subsidy (or similar)
- 1.10 Prepare 5 year financial forecasts for the Rural Associations
- 1.11 Keep up to date with developments to the financial modelling software used by the Group, ensure the timely application of updates and attend user group meetings as required
- 1.12 Maintain up to date procedures for the financial planning process
2. Ensuring the timely release of electronic bank payments authorised in line with Financial Regulations checking cash balances are adequate to cover payments
3. Maintain an awareness of issues affecting the social housing sector and wider economy
4. Maintain an annual Continuing Professional Development plan and monitor its effectiveness
5. Carry out any other duties commensurate with the role at the request of the Head of Treasury or Executive Director - Finance

This job description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

SPECIAL INSTRUCTIONS

- To uphold the vision and values of the emh group.
- To take individual responsibility for ensuring that a continuously improving and effective professional customer service is delivered.
- To ensure adequate controls are in place to manage operational risks effectively in areas of the business that fall within the remit of this role, as well as identifying and responding proactively to emerging risks.

- To ensure a safe working environment in accordance with Health and Safety Regulations.
 - To attend fire drills and staff meetings.
 - To attend training events as required.
 - To maintain an awareness of current instructions circulated by staff meetings, departmental and head office bulletins, circular letters or by verbal or written information given by your Responsible Officer.
 - To respect the confidential nature of personal information.
 - To recognise and promote emh group's Equality and Diversity Strategy
- 15 January 2020