

# Role Profile

## FINANCE MANAGER

**JOB TITLE:** FINANCE MANAGER

**RESPONSIBLE TO:** HEAD OF FINANCE

**RESPONSIBLE FOR:** ASSISTANT ACCOUNTANT

**USUAL PLACE OF WORK:** 7 BEACON WAY, HULL HU3 4AE

### ROLE OVERVIEW:

Managing the financial and administrative functions associated with the full range of management accounting activities on behalf of Pickering and Ferens Homes.

### CORE ACCOUNTABILITIES:

1. To operate a **computerised accounting system**.

Including:

- Maintaining accounting and management **coding systems**.
- Overseeing the **payment of creditors** and the maintenance of payment records.
- Overseeing the **receipt of debtors and all monies**, and the relevant completion of records.

2. To prepare **management accounting information**, including reports to the Board of Trustees, completion of returns for the housing regulator and other statutory authorities, and submission of required information to lenders.

Including:

- **Financial reports** for all departments, within agreed timescales.

If you require this letter in large print, braille and / or in a different language; please contact Pickering and Ferens Homes on (01482) 223783

- Prepare and oversee the monitoring of **annual budgets** and relevant spend against budget and cash flow forecasts, including production of supporting narrative.
  - Assisting in the completion of the **Association's annual accounts**.
  - Working with the Financial Controller to carry out **Value for Money reviews**.
3. To comply with **internal control procedures** (both financial and non-financial), completing all relevant reconciliations and reports, reviewing controls and reporting any weaknesses to the Head of Finance.
  4. To ensure that all transactions involving expenditure and the collection of income comply with procedures set down by the Association. To **review and advise on procedures** required.
  5. To assist with **Treasury Management duties** as delegated by the Head of Finance.
  6. To work with the Head of Finance to **review the risks facing the finance team and the organisation** and put in place the necessary measures to control and manage these risks.
  7. To assist with the accurate and timely completion of the **Association's VAT returns**.
  8. To monitor and review **the accounting records of Trusts** for which the Association acts as managing agents, as delegated to the Assistant Accountant.
  9. To **deputise for the Head of Finance** when appropriate
  10. To keep abreast of **best financial accounting practice**.
  11. To attend and participate in **internal and external meetings**, working groups, Board, and committee meetings, providing accurate up to date information, briefings, and reports for all stakeholders as appropriate.

## GENERAL ACCOUNTABILITIES: All PFH

1. To recognise health and safety is a responsibility of every individual, to take reasonable care of self and others and comply with PFH's Health and Safety policies and procedures.
2. The safeguarding of our residents is everyone's responsibility.
3. To carry out such other duties as reasonably requested.
4. Actively support, promote and act in line with the corporate plan and values of the association at all times.
5. The above duties may involve having access to Confidential Information, which require you to keep the information disclosed to you secure. Confidential Information can be defined as all information of a confidential nature which is disclosed and received for a specified purpose. You will be expected to handle Confidential Information securely and in compliance with Pickering and Ferens Homes policies and procedures.

You will be expected to maintain confidentiality at all times, this means that You should not disclose the Confidential Information to any third party, except to their professional advisers; who need to know the Confidential Information for the specified purposes, and who they owe a duty of confidence to another party.

6. Please note that where you require flex to working arrangements every effort will be made to supply necessary aids, adaptations, or equipment to allow them to carry out the duties of the job.
7. Actively promote equality, diversity and inclusion throughout the organisation
8. In all aspects of work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
9. **DIGNITY AT WORK:** To show, at all times, a personal commitment to treating residents, board members, customers, and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality.
10. **Refer to Staff Code of Conduct, best practice and The PFH Way.**
11. Have fun along the way!

## What you'll bring to the role

### Education and Qualifications

- Five GSCE Passes at grades A to C including English and Mathematics- or equivalent
- Professional Accountancy qualification e.g. CIMA or AAT at an appropriate level

### Experience, Knowledge and Understanding

- Knowledge of housing finance and accountancy requirements.
- Knowledge of appropriate legislation and statutory accounting regulations.
- Knowledge of computerised systems.
- Knowledge of administrative procedures.
- Minimum of five years' experience working within a financial environment at a senior level.
- Experience of supervising and managing staff teams.

### Technical & Professional knowledge

- Excellent organisational skills
- Excellent communication and negotiation skills
- Effective time management skills and able to meet deadlines
- IT literacy, with particular reference to bespoke Housing Finance packages e.g.
- SDM
- Ability to produce detailed reports

#### Verbal communication

- Requires negotiating skills when dealing with clients, consultants, contractors, government and external agencies, statutory bodies and other extensive network of contacts. Always requiring a high degree of courtesy, tact and clear articulation of instructions.

#### Written Communication

- Ability to communicate clearly and effectively at all levels.
- Able to produce clear and accurate reports.
- Letter writing on behalf of the Association.
- Highly proficient in the use of Microsoft Office Suite.
- Working knowledge of Civica housing desirable.

# THE PFH WAY

[Link to PFH way with overview](#)



**Working Together:**

Identify strengths within the team and encourage knowledge sharing, solution-based collaboration and healthy debate

Means to us - Together Everybody Achieves More, Teamwork is literally written on the walls of PFH



**Keep Learning:**

Create a continuous improvement culture where innovation can flourish.

Means to us - **Continuous improvement, Growth mindset.**



**Make a Difference:**

Encourage curiosity and solution focussed questioning from across the business

Means to us - We love where we work because **we are making a positive difference** in people's lives.



**Be Accountable:**

Communicate expectations clearly to others so they know when they are accountable

Means to us - **We have the courage to challenge and respectfully question the how and why. We do what we say.**



**Be Efficient:**

Develop and deliver on the strategic objectives with an understanding of company finances.

Means to us - We are always on the lookout for ways to improve, often you will hear us talk about value for money.

**Signed:**

**Date:**

**Date Role Profile last reviewed:**

**Role profiles should be reviewed annually as part of annual planning meetings.**