

JOB TITLE: Financial Management Specialist

GRADE: Grade 6A

REPORTING TO: Financial Management Business Partner

RESPONSIBLE FOR: This role does not have any direct reports

ROLE PURPOSE AND SCOPE

- To support the Financial Management team to deliver an effective, flexible and customer focused service that supports the business to deliver its financial strategy.

KEY RESPONSIBILITIES

- You will support the delivery of an effective financial management business partnering service across the directorate.
- You will support the development of the short and medium term financial strategies for the directorate through working with colleagues to understand their requirements and identifying interventions required and solutions where necessary.
- You will prepare the timely monthly and quarterly management accounts and analysis for budget managers, directors, Executive Management Team, Board and funders.
- You will support the development of effective technical accounting arrangements in accordance with relevant housing sector accounting requirements.
- You will support embedding effective financial management accounting arrangements and controls.
- You will work with colleagues to review financial budgets, understand variances and provide financial analysis and support to enable effective decision making and control expenditure.

- You will work in partnership with budget holders to develop monthly financial forecasts, including providing advice and where necessary challenge to ensure effective use of resources.
- You will establish excellent working relationships with internal and external stakeholders and support the development of reporting information to meet the needs of stakeholders.
- You will provide advice and training to budget managers across the directorate on technical accounting matters.
- You will support the Finance Business Partners in the preparation of the statutory accounts and working papers, including where required effective liaison with the auditors.
- You will support the effective operation and development of the financial management system OpenAccounts and the ongoing development of the Ebis module (Online workflow management system).
- You will support the Finance Business Partner in providing information as required in the preparation and submission of financial returns required by the regulator.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value

No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Financial Management Business Partner.

Person Specification – Financial Management Specialist

Qualifications	<ul style="list-style-type: none"> • AAT qualified (or equivalent) or three years relevant experience, preferably part membership of a professional accounting body
Experience	<ul style="list-style-type: none"> • Setting, managing and monitoring budgets and preparing accounts information • Developing financial analysis and reporting • Statutory accounts • Preferably with experience of developing medium and long term financial strategies to meet corporate objectives and developing and improving financial management systems and procedures
Skills/Knowledge	<ul style="list-style-type: none"> • Ability to think, plan and manage own workload • Ability to communicate financial information to a range of different audiences, including non-financial staff • Ability to negotiate, influence and persuade individuals/groups • Can make a range of decisions and deliver within agreed timescales • Ability to use information technology to a high level of competence • Ability to deliver excellent standards of financial management • Preferably with knowledge of the current issues facing the social housing sector, knowledge of current accounting practice and regulatory framework in the housing sector and knowledge of all VAT and Tax regimes