

EXCITED

About the future



Job description

Job title:	Housing Finance Business Partner
Reports to:	Finance Controller
Management of:	Finance Analyst
Department or team:	Golden Lane Housing
Job family:	GLH Finance
Location:	Manchester
Role specific requirements:	Recognised Accounting Qualification

Purpose of the role:

Housing Finance business partners are central to the GLH Finance Department function, in ensuring financial and policy outcomes are managed with Value For Money and Housing Regulation compliance as paramount consideration.

In addition to supporting specific business areas, Housing Finance Business Partners work flexibly across the wider teams, responding to new pressures as they arise (for example supporting the implementation of a new team, project, or operational change). They will develop an in-depth knowledge of the company, the housing specific financial systems and processes as well as its operating environment. The post holders will take an active role in the ongoing management and implementation of high value and complex programmes, providing financial advice and challenge.

As Housing Finance Business Partners, these roles involve the provision of critical support and advice to further strategic objectives, working as a strategic partner to GLH departments, interpreting data, proactively managing budgets and accounts with managers, to grow the financial acumen skills throughout GLH

The role also leads on the Financial and Management accounting requirements and on the Nrosh reporting for the department.

Key responsibilities

Business Partnering

- Provide clear, relevant advice to support effective decision making in specific business areas for which you will be responsible;
- Build strong and productive relationships with GLH teams to ensure you become a trusted advisor and challenge is welcomed;
- Act as a key liaison between finance and GLH teams;
- Support the team in providing relevant and timely ad hoc analysis to senior management, enabling them to manage their department strategically;
- Build capability across GLH to ensure good financial management and enhancing value for money;
- Ensure that risk management, internal control and governance procedures are followed and act as the first line of defence for financial management; and,
- Understand the financial profile, challenges and external environment for the areas that you are responsible for, helping GLH to accurately manage its financial position.

Wider participation

- Be team players, helping colleagues through busy periods or difficult issues;
- Coach and train GLH managers and staff on budget management and financial queries

Collaborating & Partnering

- Establish relationships with a range of stakeholders to support delivery of business outcomes and encourage collaborative team working within finance and across GLH
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial to progress

Seeing the Big Picture

- Be alert to emerging issues and trends within the Housing industry that might impact on the team and the wider GLH work, alongside the detail, demonstrating an ability to work and think strategically.
- Understand the Housing context of GLH and wider governance to ensure that financial advice and challenge is appropriate.

Delivering Value for Money

- Able to assist GLH to deliver its Business Plan and Corporate strategy with financial requirements and achieve efficient, cost-effective outcomes.
 - Adept at analysing and improving business cases in line with VfM and Housing policy.
 - Set up processes that are efficient and effective from GLH management and tenant perspective
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Accounting

- Lead the technical areas of month end and year end Accounting for Housing and Charity requirements
- Maintain knowledge of FRS102 and any appropriate standards
- Understand changes abreast and be able to model and explain the impact to the accounting requirements
- Support the Financial Controller in delivering accurate and timely Statutory accounts and audit requirements
- Lead on management accounting requirements with supporting narrative and explanation for Senior Managers and Operational teams
- Ensure all accruals, prepayments, reconciliations and associated work is accurate and up to date
- Ensure that Intercompany Balances are maintained accurately and liaise with the Mencap central finance team
- Fixed Asset Accounting- Responsible for Component accounting requirements as per the Housing SORP
- Treasury Management- ensure cash flow requirements are met, and maximise the interest earned on deposit accounts
- Ensure that KPIs and Analytic requirements are accurate and timely
- Involvement in development of Financial Systems to support an ongoing programme of reporting improvements
- Sound knowledge of financial terms and compliance in regards to Contracted work
- Accurate and timely reporting through Nrosh
- Support in the implementation of new systems

Management

- Oversee and supervise Finance Analyst work to support the team and wider GLH
 - Development of the Finance Analyst
 - Provide mentoring and support
 - Ensure that ongoing Appraisals and Training requirements are met
 - Ensure priority workloads are managed and agreed
 - Manages recruitment, induction, performance management, attendance management and skills development for their direct reports
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Leadership

Effective leadership is the key to the success of Mencap. We have developed a leadership approach that we call 'Our Leadership Way'. See separate document for detail.

Our leaders are able to demonstrate that they have the potential to excel within all elements of the Our Leadership Way framework. Our leaders demonstrate a genuine passion for Mencap and will represent our core values at all times. As a champion of Our Leadership Way you will apply our leadership code to all aspects of your daily working; committed to upholding professional standards within Mencap, you will approach all aspects of your role in an enthusiastic and positive manner. You will also be expected to:

- engage in our appraisal process and ensure all your team members participate fully in this, offering support where needed; and
- promote and engage with our talent programme ensuring high performers are offered specific support and opportunity to pursue their career development in Mencap as far as possible.

Our values



You will role model our five values in all your work activities and also ensure your team displays these values in their everyday work.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about. We expect leaders to have an interest in, and desire to know more about learning disability, and role model this with their teams.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. Leaders will break down silos and cliques and challenge blinkered or habitual thinking. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

