

JOB DESCRIPTION

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| JOB TITLE: | Finance Business Partner (Outward) |
| LOCATION: | Newlon House, 4 Daneland Walk, Hale Village, London N17 9FE |
| ANNUAL SALARY: | £53,039 pa plus up to 5% Performance Related Bonus |
| REPORTING TO: | Assistant Finance Director (Outward) |

MAIN OBJECTIVES

- Draft monthly management accounts for Outward Housing.
- Lead the preparation of budgets and in year forecasts for Outward Housing.
- Support the preparation of statutory accounts and supporting schedules, documentation and explanations.
- Prepare financial performance indicators
- Finance support and advice to the business managers
- Deputise for the Assistant Finance Director (Outward)

SPECIFIC TASKS AND RESPONSIBILITIES

| Key Tasks and Responsibilities | | Performance Standards and Outcomes |
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| 1.0 | Management Accounting | |
| | Prepare monthly management accounts | <ul style="list-style-type: none"> • Draft the month end timetable and issue for the whole financial year • Prepare month end journals • Schedule, update and post expenditure accruals, prepayments and deferrals. Working with the Senior Credit Controller ensure income accruals and deferrals are posted • Post intercompany transactions and reconcile intercompany accounts • Liaise with the Payroll and Expenses Manager to ensure salaries, additional hours and other pay related costs are costed and allocated correctly • Investigate queries from budget managers and process agreed corrections • Prepare draft of management accounts for review by the Assistant Finance Director • Reconcile an agreed range of balance sheet accounts • Undertake variance analysis and performance reporting as agreed with the Assistant Finance Director • Lead on quarterly finance, invoicing and debt reviews with Outward budget holders • Undertake the above for the Nutley Edge ledger • Identify and implement efficiencies to processing transactional information • Suggest and implement improvements to financial processes and the management accounts reporting suite that better reflect changing business requirements • Support the development of service charge accounting and reporting • Support the development of fixed asset accounting and reporting |
| | Budgets and Forecasting | |
| | Lead in the preparation of annual Budgets and forecasts | <ul style="list-style-type: none"> • Draft the annual budgetary timetable • Draft the budget submission templates and guidelines • Support managers to prepare their budgets and forecasts • Review and consolidate agreed individual budgets and forecasts for review by the Assistant Finance Director |

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| | | <ul style="list-style-type: none"> • Upload budgets to the accounting system, taking account of agreed phasing. Upload forecasts to the accounting system • Process approved budget change requests • Provide training and support to budget holders to help them interpret their management accounts, financial performance and support their operational decision making • Support and monitor budget holders' financial improvement plans |
| 3.0 | Statutory Accounts and External Audit | |
| | Support the preparation of required information for the statutory audit | <ul style="list-style-type: none"> • Ensure transactions are accounted for in accordance with FRS102 and the Charity SORP • To prepare the necessary schedules, audit files and other supporting documentation for statutory accounts as agreed • Ensure a full trail between the statutory accounts and the underlying management accounts • Ensure all audit requests for information and explanations are followed up promptly and resolved • Support the development of efficient statutory accounting reporting |
| 4.0 | Financial KPI's and Cash Flow Monitoring | |
| | Responsible for preparing all financial indicators and cash flow reporting. | <ul style="list-style-type: none"> • Contribute towards identifying an appropriate range of KPI's and PI's • Prepare KPI's and PI's monthly or quarterly including sales invoicing and debt related indicators • Develop and maintain periodic cash flow statements and forecasts • Report on late or non-returns from Outward managers • Advice and support the managers on delivering target KPIs |
| 5.0 | Deputising for the Assistant Finance Director (Outward) | |
| | Support the work of the Assistant Finance Director. | <ul style="list-style-type: none"> • Maintain an awareness of and assist in projects, developments or investigations being undertaken by the Assistant Finance Director • Contribute to papers prepared for Outward Board, Committees, Executive Team or the monthly Operational Performance Review meeting • Deputise for the Assistant Finance Director at meetings when required • Assist in the delivery of all obligations under the Finance Service Level Agreement between Newlon and Outward |

| 6.0 | Others | |
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| | Contribute to maintaining an effective work-place and participating in Finance Team activities. | <ul style="list-style-type: none"> • Assist in the development and mentoring of finance staff particularly those who have started studying towards an accounting qualification • Adhere to all aspects of corporate policies, such as Health and Safety, Diversity and Data Protection • Promoting and applying Newlon customer service initiatives in particular responding to queries in a clear and timely manner applied to internal and external customer • Objectives of reliability, consistency, speed and awareness built into all activities • Demonstrating behaviours of working together, solving problems, taking ownership and customer focus into all activities • Collaboration across teams actively promoted at all times |
| No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document. | | |