

Accountability Profile:

Job title:	Finance Business Partner
Employer:	Weaver Vale Housing Trust
Location:	Gadbrook Point, Rudheath Way, Northwich, Cheshire
Contract:	Permanent
Annual Salary:	£49,465 - £51,000 (based on experience and qualifications)
Hours of work:	37 hours per week
Department/Team:	Finance and Business Services
Reporting to:	Head of Finance
DBS Requirement for the role:	Not required for the role.

NB. The information outlined below is the purpose of the post, i.e., why it exists, and the key accountabilities of the post holder and the outcomes required of the post. This is not a list of tasks or duties, as post holders are required to perform any reasonable task within their competence to deliver the stated outcomes

Job purpose
To provide operational and strategic financial support and insight to designated Trust departments, enabling informed decision-making, effective budget management, and delivery of organisational objectives. The Finance Business Partner will act as a key liaison between finance and operational teams, ensuring financial performance is well understood and proactively managed.

Key Accountabilities

Finance Business Partnering

- Lead budget and business planning for the relevant departments, working with the Head of Finance to ensure that plans are accurate, realistic and provide value for money for the Trust.
- Lead the month end and year end closedown processes for the relevant departments, ensuring that financial data is accurate and produced in line with agreed timetables.
- Work collaboratively with budget holders in monitoring actuals to date, understanding budget variances and regularly updating forecasts. Act as a key liaison between budget holders and the Head of Finance.
- Support the production of monthly/quarterly performance reports to SLT and Board.
- Develop financial models and scenario plans to support strategic planning, business cases, projects and other initiatives, to enable effective data driven decision making.
- Work collaboratively with colleagues to enable collective understanding and achievement of Corporate KPIs and Strategic Achievement Measures (SAMs).
- Support the Director of Finance and Head of Finance in building financial skills and competence across the Trust.
- Provide financial advice and challenge to ensure that resources are used effectively and efficiently.

Development

- Review Development Cash flows to ensure the ongoing performance of the schemes and work collaboratively with the Development teams to ensure the success of the development programme.
- Lead on contractor due diligence and monitoring.
- Work collaboratively with the development team to refine reporting, forecasting and budgeting processes and reporting.
- Prepare the Development element of the budget and Business Plan, and updating this element of the Brixx Business Plan model, where appropriate.
- Work with the Development team to streamline the reporting from ProVal and Sequel.
- Review Development appraisals and stress testing and analysing the proposals for ELT.
- Lead on the Fixed Asset and Grants Register (relating to development) ensuring the integrity of the register. Work with other Finance Business Partners to ensure accurate integration into the overall Housing Fixed Asset Register
- Maintain the All-Stock list and monitor valuation and security throughout the year.

Treasury

- Prepare the Quarterly survey and Quarterly Cash Flow for review, ensuring accurate and timely returns.

- Work with the Treasury team to monitor monthly and daily cash flow to support decision making on loan drawdowns and available funding for large scale development schemes.
- Support on the budgeting and forecasting of Interest, depreciation, loan fees and other associated areas, including updating the 30 year Brixx Business Plan where appropriate.
- Lead on covenant monitoring across Weaver's loan portfolio and regulatory metrics, through monthly report and quarterly returns to lenders.
- Support covenant calculations for forecasting, budgeting and business planning purposes.

Other

- Contribute to the production of the annual Financial Statements, regulatory returns, annual reports and other external reporting as required.
- Support in the development, implementation, testing and maintenance of finance systems.
- Extensive involvement in projects and one-off pieces of work, contributing to delivery of the Finance Team Plan.
- Ensure compliance with all legislation, statements of recommended practice, agreed procedures, financial regulations and standing orders for own work area.
- Responsible for leading, managing, motivating, appraising, training and developing a team of finance staff to provide a professional and high-quality service to customers.
- To support internal and external audit processes, or regulatory / other enquiries, providing documentation and explanations as required.
- Any other accountancy / administrative work as and when requested by Finance Manager, Director of Finance or Executive Director of Finance and Business Services.
- To promote financial governance and risk management, and to deliver all work in line with the Trusts GDPR, H&S, financial and people policies and procedures.
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Person Specification

	Essential	Desirable
Qualifications	• Qualified or part qualified (CIMA, ACCA, ACA, CIPFA or equivalent) with the appropriate experience.	• Bachelor's degree in finance or other relevant subject. • Evidence of Continuing Professional Development.

Skills	• Strong analytical skills with the ability to interpret complex data and communicate clearly. • Strong communication and interpersonal skills • Ability to present complex financial information clearly to non-finance colleagues • High level of IT literacy, particularly Excel and financial systems • Analytically minded with excellent attention to detail. • Flexible, organised and prioritises workload to meet deadlines and ability to cope with varied work types throughout the day. • Highly proactive, self-motivated and solution focussed. • Collaborative and forward thinking, with a positive approach to change. • Strong commitment to customer service excellence. • Committed to continuous improvement and professional development. • Advanced IT skills • Strong communication skills • Organised and self-motivated • Understands the importance of teamwork and collaboration	• Experience within the housing sector. • Ability to lead or contribute to cross functional projects • Commercially astute with a focus on delivering value and impact.
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	• Demonstrates a sense of responsibility and shows initiative • Problem solving • Enthusiastic • Have a flexible approach to work, and business needs • Commitment to delivering excellent customer service • Be reliable, and show commitment to the Trusts values and objectives • Remains calm under pressure • Positive attitude to all tasks •	
Experience	• Relevant experience in a financial environment • Experience of computerised Financial Systems • Experience of other IT systems, including excel	• Experience within the housing sector • Experience with development cash flows and appraisals • Experience with Quarterly regulatory returns • Experience of financial and financial accounts preparation • Experience of Balance Sheet reconciliations • Treasury experience
Knowledge	• Strong understanding of financial management principles and practices • Knowledge of budgetary control, variance analysis, and financial modelling	• Strong understanding of capitalisation principles and experience with fixed assets

Author:

Name:



	<i>Title:</i> <i>Date:</i>
People Business Partner Review:	<i>Name:</i> <i>Title:</i> <i>Date:</i>

I confirm this is the correct accountability profile for my Finance Business Partner role.

Post-holder Name:

Signature:

Date: