

## bpha ROLE PROFILE



<b>JOB TITLE:</b>	<b>Senior FP&amp;A Analyst – Property &amp; Support Functions</b>
<b>REPORTS TO:</b>	<b>Business Finance Manager</b>
<b>POSITION LEVEL:</b>	<b>TBC</b>
<b>JOB PURPOSE &amp; ACCOUNTABILITIES:</b>	<ul style="list-style-type: none"> <li>• Be the key business contact for the Property Services division and the Business Support Functions, providing high class business support ensuring the presentation, analysis and interpretation of information (financial and non-financial) meets all business reporting requirements.</li> <li>• Work with the Financial Planning Manager and Finance Business Manager to deliver the group’s annual financial planning cycle, including medium and long term business plan projections, budget and forecast for internal and internal stakeholders, to ensure that there are robust financial plans in place to deliver the corporate strategy.</li> <li>• Support with the production of the regulatory returns ensuring the latest information is included in the Business Plan.</li> <li>• Support in the preparation of business focused reports including Management Accounts and quarterly review packs</li> <li>• Support challenge and influence the business in a proactive way ensuring that all variances are understood and accurate</li> </ul>

KEY RESULT AREAS	MEASURES OF SUCCESS
Work with the Financial Planning Manager and prepare the Business Plan & Long Term Aspirational Plans, together with supporting with sensitivity analysis and stress testing, and provide informative analysis, reports and presentations for ELT/committees/Board as required.	Maintains the non development sections of the BP. Ensures all projections are reflected accurately in the Business Plan High quality inputs and outputs for Business plan, sensitivity analysis and stress testing
Maintain a detailed knowledge of the work of bpha and assimilate information about the future plans of the organisation by keeping abreast of bpha’s Operational Plan and the various current Corporate & Business Strategies within the organization and support the Financial Planning Manager and Business Finance Manager in ensuring that these follow through to the financial plans.	Well developed, professionally presented, robust Business Plan, budgets & IFRs, where the actual out-turns are subsequently in line with expectations demonstrating robustness of modelling and assumptions.

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<p>Be the key contact for Property Services and the Business Support Functions. Leading periodic review meetings to monitor performance against budget or other parameters and support cost center owners with financial decision making. Support the wider Finance Team in all interactions with the core business.</p>	<p>Period review meetings held and output fed into forecast, budget and business plan.</p>
<p>Support the I&amp;E forecasting process ensuring that quarterly forecasts are produced in-line with Board requirements and that the business heads are engaged in the process</p>	<p>I&amp;E forecasts are produced and approved in accordance with the agreed timetable. Forecasts accurately reflect the known changes against budget</p>
<p>Support the budget process ensuring that budget submissions are accurate and timely with variances to the business plan and historic performance understood and challenged</p>	<p>Budget completed in-line with agreed timetable without material errors and with a high-level of involvement from cost center owners</p>
<p>Support in the preparation of timely and accurate financial updates to ELT and SLT in terms of the Management Accounts &amp; CFO packs plus assisting with any special projects.</p>	<p>Reports are considered of high value to ELT and OLT such that the reports are seen as integral to their ability to manage their departments.</p>
<p>Support the Financial Planning Manager and Business Finance Manager in ensuring that the Business plan outputs are in-line with current forecasts and operational strategy</p>	<p>Business plan inputs prepared to high-quality standard</p>
<p>Lead the capital forecasting process and ensure that data for the quarterly regulatory return is accurate and timely.</p>	<p>Capital forecasts are produced and approved in accordance with the agreed timetable. Forecasts accurately reflect the known changes against budget</p>
<p>Support the Financial Planning Manager and Business Finance Manager in preparing the necessary returns for the Regulator for Social Housing (e.g. FFR, quarterly returns).</p>	<p>Returns submitted on time with a high degree of accuracy with both inputs and outputs understood</p>
<p>Undertake Independent Financial Reviews (IFRs) of proposed investment projects, ensuring reasonableness of all assumptions, analysis and forecasts used/created.</p>	<p>All business cases that go to ELT for sign-off have had a financial review and sign-off</p>
<p>Undertake Independent Financial Reviews (IFRs) of proposed asset disposals</p>	<p>Work closely with the Head of Asset Strategy to ensure there is a robust process to agree asset disposal strategy and feed outputs into forecasts, budgets and the Business Plan.</p>
<p>Support the Financial Planning Manager &amp; Finance Business manager to ensure that the potential financial implications of any developments in the social housing sector and wider external environment in terms of regulations, economic and political context, are fully assessed for potential risks, threats, and opportunities to bpha.</p>	<p>Financial projections takes fully account of developments in the environment and associated risks</p>

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Support the Financial Planning Manager and Business Finance in preparing and delivering Senior Management Team and Board reports and presentations for Boards, committee, SMT, & ELT meetings as required.	Robust and comprehensive analysis and understanding of key operational and strategic risks, options, sensitivities and opportunities bpha faces.
Own the budgeting and forecast process of Service Charges. Closely liaising with the Rent & Service Charge Team to ensure maximum recovery of costs	Accurate service charge budgets and forecast produced in-line with agreed timetables.
Own the reporting, budgeting, forecasting and analysis of Employment costs.	Detailed understanding of employment costs and headcount variances and using this to prepare accurate and timely forecasts and budgets
Be a part of special project teams as required and deliver or support other tasks as necessary.	
Support and deputise for the Financial Planning Manager & Finance Business Manager as required presenting financial planning information to the Director of Corporate Finance and Strategy and Executive Team as required	Support provided as required
Support the Managers in developing the FP&A Analysts.	Provides training and support as required

**PERSON REQUIREMENTS – state if ESSENTIAL (E) or DESIRABLE (D):**

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### **Key Skills and Attributes**

- Well-developed communication skills: verbal, written and in presentations. The ability to sell ideas or benefits and build persuasive arguments based upon data, logic and the objective merits of solutions (E)
- The ability to build and sustain effective professional working relationships within finance and the wider business environment up to Senior Management level (E)
- Willingness to work flexibly to meet business requirements during periods of peak workload (E)
- Commercial astuteness (E)
- The ability to think analytically, to critically review and apply logical problem-solving skills (E)
- Proactive with the ability to drive change and continuously improve systems, processes and functions (E)
- Well-developed skills in report writing and commentary (E)
- High degree of IT literacy and advanced skills in Microsoft Excel, Word and PowerPoint (E)

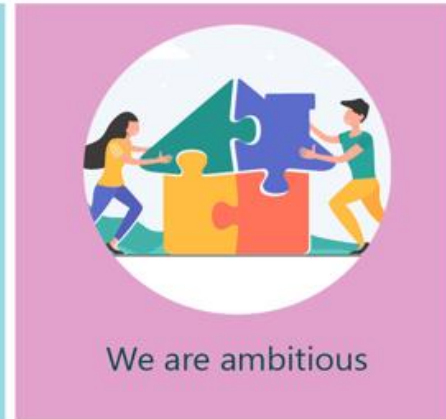
### **Knowledge and Experience**

- Significant experience in financial and management accounting and reporting in a complex environment (E)
- High level of technical competence in current accounting standard and practices (D)
- Demonstrable experience of understanding accounting processes and regulatory requirements (E)
- Significant experience of working alongside and challenging (where required) at all levels of organisations up to Senior Management level (E)
- Extensive experience in producing complex financial analysis and reports (E).
- Investment appraisals and analysis (E).

### **Qualifications or training required (or appropriate demonstrable experience)**

- Qualified ACCA or CIMA Accountant (E)
- Evidence of continuous professional development (E)

## VALUES AND BEHAVIOURS:



### We take responsibility

- We always do what we say, when we say we will
- We are accountable for what we do and sometimes, what we don't do
- We do the right thing not the easy thing

### We are better together

- We are one bpha, committed to our shared goals and standards
- We achieve more with others, inside and outside bpha
- We value and draw strength from our diversity and differences

### We show empathy

- We respect every colleague and customer
- We listen and make sure we understand
- We are considerate to each other and protect our environment

### We are ambitious

- We learn, and with our customers find better ways
- We will make a positive difference for more people
- We are committed to excellence and being the best, we can be

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<b>Special Requirements if appropriate for role:</b>	
Role profiles are a snapshot of requirements at the time of writing; content may change from time to time to ensure that roles continue to meet the changing needs of the business. Role profiles are reviewed yearly.	
<b>DATE LAST REVIEWED:</b>	<b>December 2022</b>