

Head of Financial Accounting Job Description

Our
Vision

We provide
excellent
services to
customers

and build
new homes
to help more
people.

We make
sure our homes
are safe and
sustainable

and strive to do
more by making
the most of our
resources.

About Paradigm Housing Group

Paradigm Housing Group is one of the South East's leading housing providers. We manage more than 16,000 homes across 33 different local authorities.

At Paradigm, we work hard and strive for excellence. In return we offer a great place to work and an attractive range of benefits, including a Health Cash Plan, bonus potential, a competitive pension scheme and 25 days holiday plus 3 days closure at Christmas.

We welcome applications from all sections of the communities we work in.

Our Values

Safer Together

The safety of our customers, colleagues and ourselves is a priority in everything we do.

- Putting safety first •

Driving Improvement

We seek to do things better and deliver value to our customers.

- Commercial and financial awareness • Change and innovation • Delivery focus •

Being Clear

We will communicate in a clear and consistent manner so that our customers, colleagues and stakeholders understand the high standards that we work to.

- Managing information • Communication • Planning and organisation •

Acting thoughtfully

We make ourselves aware of our customers' and colleagues' circumstances and consider this thoughtfully and respectfully, and with attention to the impact on the environment when taking action.

- Involvement and inclusion • Customer focus • Integrity and respect •

Working As One

We work collaboratively with others and take personal responsibility for delivering outcomes for our customers, colleagues and stakeholders.

- Teamwork and collaboration • Developing self and others •

PARADIGM HOUSING GROUP LIMITED JOB DESCRIPTION

- POST:** Head of Financial Accounting
- REGULAR CONTACTS:** Heads of Service and budget holders
Auditors (internal and external)
Tax advisors
- RESPONSIBLE TO:** Assistant Finance Director – Financial Services
- RESPONSIBLE FOR:** Capital Accountant
Financial Accountant
Assistant Accountant
- JOB PURPOSE:** Responsible for accurate and timely delivery of all regulatory reports including interim and year-end financial accounts, ensuring all statutory returns meeting accounting and regulatory requirements, supporting the production of the monthly management accounts process with balance sheet and cashflow delivery. Ensuring all VAT and Corporation Tax returns are completed on time and accurately. Lead a small team and manage the development of direct reports.

KEY ACCOUNTABILITIES:

- Act as Paradigm's lead expert on technical accounting matters providing a coherent framework and analysis of the impact of changes
- Control of the Chart of Accounts
- Project management of the interim and year end external audit
- Responsible for ensuring the financial accounting is kept up to date and all balance sheet reconciliations are properly carried out and reviewed on a regular basis.
- Responsible for the management and maintenance of the Assets Under Construction ledger, Housing Property Register and Other Fixed Asset Register
- Supporting the month end process with balance sheet and cashflow delivery.
- Act as a driver of Value for Money across the organisation
- Timely and accurate preparation of statutory financial accounts of all companies in accordance with relevant accounting standards, achieving audit clearance and submission to the Boards in line with agreed timetables.
- Production of regulatory reports including FVA, SDR and NROSH
- Production of accurate investor and lender reports
- Ensuring that the accounting standards are applied consistently throughout the group
- Management of Corporation Tax, VAT and any other relevant taxes ensuring compliance and reporting
- Ensuring all the control environment is consistently reviewed, evidenced and maintained.
- Lead, manage and develop a small team

REQUIRED OUTCOMES OF THE POST

Success in this post will be measured by:

- Timely delivery of year-end financial accounts and statutory returns that meet accounting and regulatory requirements.
- Monthly delivery of accurate balance sheet and cashflow for the Group
- Delivery of agreed KPIs
- Ensuring the Group is kept abreast of changes and developments technical accounting practice and leading on implementation of any changes
- Continuation of improvements to our financial and management reporting information systems
- Internal audit processes and outcomes
- Effective two-way communication channels with customers, stakeholders, staff and colleagues that underpin our values and corporate strategies.
- The regular review of procedures or systems with teams to identify improvements and simplify processes and decision making

PERSON SPECIFICATION

- Full accountancy qualification (ACA, CA, ACCA, IPFA, CIMA) **(E)**
- Able to demonstrate strong technical competence and experience in all aspects of statutory, financial and management accounting including the preparation of year end and quarterly accounts, budgets and management reports and statutory returns **(E)**
- Strong Excel skills **(E)**
- Basic understanding of VAT and corporation tax matters **(E)**
- Thorough understanding of current accounting practices and best practice standards within the sector **(E)**
- Experience in managing and developing and small teams **(E)**
- Experience in the social housing sector **(P)**
- Experience of Sun Accounts **(P)**

E = Essential

P = Preferable

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