

Job Title: Development Accountant

Role Purpose: This role has responsibility for ensuring the provision of Business Partnering services to the Development (Counties) Team. This includes taking responsibility for the accuracy and quality of accounting records for this area of the Business.



About the role

One of our core priorities across all parts of the business is delivering an excellent experience every time to every customer, internal and external. Our values are: deliver on promises; give respect; be accountable; show kindness. You will make them a central part of your work at Catalyst.

Responsible for processing, accounting, monitoring, and reporting transactions relating to the Group's development and capital asset activities including those in respect of the Special Purpose Development Companies. This will involve taking responsibility for specific accounting and reporting areas and reporting to the Senior Capital Accountant working closely with Business Partners, operational managers and budget holders to ensure their financial needs are met.

In particular:

- Preparing management accounts for the Development Division. Writing insightful and meaningful monthly commentary for Group management accounts.
- Meet with strategic budget holders on a monthly basis to feedback on analysis and conclusions drawn.
- To develop and manage monthly reporting on all developments and sale activity including project actual costs and variances to appraisals, budgets, forecasts (including cash forecasts) and business plan.
- Lead on the budget and forecasting process for Development (Counties) Division.
- Assist in production of statutory accounts and the audit process, and produce subsidiary board reporting.
- Ensuring financial control and working with the business to ensure high standards of accuracy, with a focus on "getting it right first time".
- Prepare necessary monthly journals to ensure management accounts accurately reflect business performance.
- To carry out extensive performance analysis and ensure group policies/procedures are followed.
- Keep up to date with accounting and management information systems and techniques.
- Keep up to date with developments in housing and Housing Associations particularly, but not exclusively, with legislation affecting housing finance.
- Analysis and tracking of all schemes (as appropriate) to ensure a level of profitability that will generate a contribution from each operational area.
- Line management responsibilities
- Responsible for the maintenance of an integrated Asset Register.
- Preparation of regulatory returns, HCA reporting, and grant claim processing and accounting.
- Support the team in the full application of component accounting and FRS 102 compliance.
- Gain an awareness of revenue and capital sales activity so as to support the team in forecasting and accounting for this important area of operations.

About you:

- You will be totally committed to delivering excellent customer experience – embodying our values every day in the way you deal with customers and colleagues.

- A team player, working with and co-operating with other members of the Finance Team to ensure delivery of a fluent and efficient financial service to all departments within Catalyst and to external bodies using our services.
- Good knowledge of management information and integrated accounting systems..
- Excellent attention to detail.
- Self starter, and a robust individual able to quickly to obtain the respect of non-financial managers.
- Excellent communication and interpersonal skills.
- Able to deliver to tight deadlines.
- Ability to develop and monitor financial procedures and best practises.
- Excellent working knowledge of the preparation of monthly management accounts, regular forecasting and budgets including group consolidation.
- Qualified Accountant (ACCA / CIMA).
- Advanced excel skills.
- Comfortable with using standard ledger systems, highly developed report writing and spreadsheet skills.
- Experience of managing staff

Colleagues are responsible for their own health and safety, ensuring a safe working environment for everyone.