

# Job Description

## Service Manager, Financial Planning & Treasury



Salary Grade:	12 (not evaluated)	Job Family:	Business Services
Directorate:	Finance		
Department/Section:	Finance		
Reports to:	Director of Operational Finance		
Responsible for:	Business Planning & Treasury Manager, Finance Business Partners (x 3)		
Job purpose:			
<p>Responsible for all financial planning within the organisation, including the leadership and management of the financial planning, treasury and business partnering elements of the Finance team to deliver all key objectives.</p> <ul style="list-style-type: none"><li>To lead on the production and update (at least every six months) of the Group Business Plan which is CKH’s key planning document for Board, regulators and funders.</li><li>To establish and lead an effective Business Partnering team working with budget holders to develop the financial support and information they need to deliver the objectives of the Corporate Plan and value for money in the day to day operations of the group. To ensure that all key decisions are supported by robust financial appraisal and analysis of risks, including development schemes, other investment projects and business development opportunities.</li><li>To lead the operational Treasury function ensuring that all loans and investments remain compliant with the Group’s Treasury Policy and contractual commitments including contributing to the update and monitoring of the Group’s Treasury Management Strategy and Policy.</li></ul>			
Core responsibilities:			
<ul style="list-style-type: none"><li>Provide effective leadership to manage and motivate the Finance team to outperform against agreed objectives in line with CKH policies and procedures.</li><li>Act as a key point of contact for internal and external stakeholders on all financial planning and treasury matters.</li><li>Uphold and promote principles of quality customer service, continuous improvement, efficiency and equality and diversity at all times.</li></ul>			
Business Plan			

- Manage and lead on the annual and six-monthly production of the **30 year Group Business Plan** (circa £500m loan finance) ensuring alignment with best practice including stress testing, scenario analysis and long-term treasury management.
- Lead on in-year business plan updates to **assess the effects of new business opportunities**, including assessment of investment in new Joint Venture companies (£8m currently invested) emerging risks and ability to increase capacity and assess likely impact of changes on the Regulator, S&P ratings Agency and other key stakeholders.
- Produce **effective and meaningful reports** to Boards and external stakeholders.

#### **Business Partnering**

- Development and leadership of an **effective finance business partnering** service to budget and service managers, ensuring that methods for measuring value for money are incorporated into functional plans.
- Provide **appropriate financial ‘challenge’** to senior managers as a constructive “critical friend”, supporting them with a **financial management information reporting service** in areas of commercial planning, procurement, and financial control, supporting a culture of continuous improvement of value for money.
- Lead on the production, monitoring and reporting of performance against budgets making recommendations for any actions required to address variances identified.
- Optimise income and ensure that Value For Money is obtained across all functions.
- Preparation of **clear, concise board and management reports** on financial performance, budgets, business plans and performance information including supporting the delivery of timely and reliable management accounts.

#### **Treasury**

- Develop and implement an **effective cash flow management and reporting** framework, recommend cash management decisions and provision of ongoing accurate, reliable treasury information to enable effective strategic treasury reporting.
- Lead the preparation of regular short-term cash-flow forecasts and any necessary loan roll over notices, effect authorised transfers of funds in the management of cash.
- Liaise with the Group’s lenders to **ensure covenant and loan compliance**.
- Lead the **effective management of the short-term cash balances** within the RCF framework in line with the Treasury Policy, ensuring best value and liquidity is maximised.
- Lead role ensuring inter group lending remains in line with strategic policy and funders requirements
- Contribute to the preparation of quarterly treasury monitoring reports for Finance Committee and Board and RSH regulatory returns.
- Develop treasury expertise in support of long-term development of the treasury function.
- In conjunction with the Executive Director of Strategic Financing, attendance at strategic meetings with CKH bankers and funders ensuring treasury and accounting implications of new funding / agreements is fully understood.

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Integrity

Teamwork

- Contribute to the development of a **clear and effective treasury strategy and policy** in conjunction with the Director of Strategic Financing and CKH's treasury advisers.

#### Key relationships:

- Internal :- Directors, Senior Managers , Managers - required to guide and influence on areas of financial control, appraisal , performance concern and reporting
- External :- Auditors, Inland Revenue, Regulator, Suppliers, Funders, Treasury Advisors, other housing associations – required to report on complex / specialist issues, influence perception and ensure regulatory and statutory compliance

#### Dimensions:

- A key high profile role ensuring a robust framework to enable CKH to demonstrate to its Board and key stakeholders that it has a viable, robust business plan which delivers value for money whilst maximising return on investments (£500m loan finance).
- Delivering an effective business partnering framework to ensure the financial stewardship of annual £82m income, £62m expenditure and £100m capital development programme. Also leads the production and reporting of performance against budget. Key source of expert advice and support for senior managers across the organisation.
- Leading on assurance of integrity of statutory financial returns to regulators and other stakeholders and ensuring compliance and optimal structures relating to issues such as VAT and corporation taxes.
- Ensuring that treasury planning delivers required long term liquidity (£500m+ peak debt finance) and achieves best value for money investments (£50m cash investments).
- Accurate forecasting and responsive cash management will support optimal finance costs. Understanding of and adherence to policy will help mitigate risk.

#### Additional information:

- *Detail any additional information such e.g. the post requires an Enhanced Disclosure and Barring Service check*

No job description can cover every issue which may arise and the post holder is expected to carry out other duties as required from time to time.

### Person specification

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Requirements	Essential Criteria	Desirable Criteria
<p><b>Knowledge and experience</b></p> <p><i>Describe the knowledge and experience required to do the job. Is there particular knowledge required e.g. of particular regulations and procedures? What relevant experience is required?</i></p>	<ul style="list-style-type: none"> <li>• Understanding of the social housing sector, including statutory and regulatory frameworks.</li> <li>• Knowledge of financial analysis and planning techniques to support business decision making.</li> <li>• Knowledge of Treasury management processes and compliance.</li> <li>• Demonstrable experience of practical finance/accounting experience.</li> <li>• Experience of developing and implementing finance, audit and management reporting systems, leading to successful achievement of business objectives.</li> <li>• Experience of leading budgeting/forecasting and data modelling.</li> <li>• A proven record of supporting new opportunities to develop the service provided to the organisation.</li> <li>• Experience of applying business and performance management systems.</li> <li>• Experienced and accomplished people manager.</li> <li>• Experience of managing and leading cross functional teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven track record in delivering efficient business operations.</li> <li>• Appreciation of financial markets and operating environment</li> <li>• Knowledge of how large organisations work and the role of the finance function within them.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Track record of managing change, delivering results in line with team and individual objectives and establishing a strong performance culture.</li> <li>• Experience of managing a high performing finance function.</li> </ul>	
<b>Skills and abilities</b> <i>Describe the skills and abilities required to do the job effectively</i>	<ul style="list-style-type: none"> <li>• Ability to build respectful, professional effective working relationships with budget holders and key stakeholders.</li> <li>• Strong verbal, reasoning and written communication skills.</li> <li>• Ability to communicate complex financial ideas and data to a wide range of users at all levels within the organisation.</li> <li>• Ability to utilise long-term planning tools for 30-year financial business plan models.</li> <li>• Able to produce consistently high standards of work with excellent accuracy and attention to detail.</li> <li>• Highly numerate and able to manipulate complex sets of data.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Advanced Excel skills.</li> <li>• Ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.</li> <li>• Ability to manage projects from inception to implementation</li> <li>• Ability to continuously improve team and individual performances through</li> </ul>	<ul style="list-style-type: none"> <li>• Good working knowledge of other Microsoft office applications.</li> <li>• Ability to work with technical language of other functional areas, while strengthening control mechanisms.</li> <li>• Working knowledge of BRIXX financial planning tool and control of 30 year financial business plan models.</li> <li>• Ability to manage customer care through periods of significant change in business processes.</li> </ul>

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	leadership, motivation and encouragement.	
<b>Personal behaviours and style</b> We look for people who are committed to and demonstrate our core values of: <ul style="list-style-type: none"> <li>• <b>Action:</b> Getting things done while being accountable. <i>Delivering on objectives and taking responsibility for the service. A positive attitude.</i></li> <li>• <b>Commitment:</b> Putting customers first. <i>Being customer focussed; delivering excellent services to external and internal customers. Adopting a flexible approach.</i></li> <li>• <b>Excellence:</b> Always striving to be the best. <i>Continuously reviewing the service and improving efficiency. Exceeding our targets and improving standards.</i></li> <li>• <b>Integrity:</b> Honest and open in everything we do. <i>Maintaining our code of conduct and acting professionally at all times</i></li> <li>• <b>Teamwork:</b> Working together to deliver. <i>Building and maintaining excellent working relationships with internal managers/teams and external stakeholders; ensuring our corporate objectives are met.</i></li> </ul>		
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and/or specific occupational training required</i>	<ul style="list-style-type: none"> <li>• CCAB qualified accountant</li> </ul>	
<b>Additional requirements</b> <i>Detail any additional requirements for the role e.g. able to work shift patterns including bank holiday nights and weekends, Must hold full current UK driving license Etc.</i>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours to achieve deadlines</li> </ul>	
<b>Document control:</b>		
<b>JD &amp; Person Spec prepared by:</b>	<i>Jeanette Beavors</i>	<b>Date:</b> 19 August 2022
<b>JD approved by (HR):</b>	Allison Long in conjunction with Michael Heekin, Jeanette Beavors and Eddie Smy.	<b>Date:</b> 19 August 2022

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