

Role Profile – Family/Tier 4

Job Title:	Reporting to:
Treasury Finance Manager	Asst. Director of Treasury and Financial Planning
Directorate:	Location:
Treasury and Financial Planning	Blended – Home and PA Offices
Risk Assessment	R1: Officer Worker

Role Purpose:

Manage PA's treasury & security reporting team, providing accurate and timely financial reporting of PA Housing's treasury activities, while ensuring an effective controls environment is maintained. Work with the Director of Treasury and Financial Planning to enhance treasury and security reporting and be able to deputise for the Director in this regard.

Tier Impact Statement:

A leadership role focused on delivering operational performance aligned to organisational strategy within the service. This role is about driving change and service excellence addressing failures and root cause analysis to strive for constant improvement whilst using specialist knowledge of the service to identify future developments to enhance departmental performance.

Key Accountabilities:

Accounting, Reporting and Analysis

- Manage the treasury reporting team, providing support and direction, and creating a positive working environment that fosters effective team working.
- Oversee delivery of periodic internal treasury accounting routines, including monthly treasury and security reports.
- Act as lead budget holder for treasury related items, liaising with business partners to provide accurate forecasts and budgets.
- Own interest forecasts, both in the year and longer term, providing accurate projections and insights for longer term cash flow management.
- Lead on treasury input into financial year-end work, ensuring that work is completed to a high standard and to required deadlines, to include all treasury notes to the accounts, accounting records for the treasury SPV and relevant working papers for auditors.
- Stress test hedge effectiveness calculations ensuring senior management are aware in good time of potential impacts upon the I&E resulting from financial market volatility.
- Ensure timely and accurate reporting of loan covenant calculations for internal reporting purposes, and for financial year end stakeholder reporting (including completion of compliance certificates).
- Assist the Director in production of meeting papers, broader treasury reporting and presentation materials for Board and Committees.

Security Portfolio Management:

- Plan a schedule of loan security delivery that reflects the treasury and debt strategy, and work with the Treasury Operations team to set an outline agenda that realises its delivery.
- Oversee maintenance of security databases.
- Oversee valuations of properties in line with debt facility requirements.
- Oversee asset cover ratios calculations for ongoing monitoring and reporting

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purposes.

- Review the new scheme documentation in respect of its security charging and valuation implications.

Controls, compliance, and continuous improvement:

- Own the daily treasury controls environment, ensuring treasury activity meets approved policies and limits.
- Police workflows architecture in PA's treasury management system that delivers robust and effective controls.
- Develop the reporting functionality of PA's treasury management system, with an emphasis on data integrity.
- Analyse and recommend opportunities to improve PA's cost of debt and mark-to market position.

General Tier Accountabilities:

- Build relationships with internal and external partners / stakeholders as required to ensure effective discharge of duties and development of services.
- Perform any other tasks and duties as are reasonably required by the department and the business, potentially including work which is outside the direct scope of this role if circumstances dictate.
- Champion a commitment to quality customer service, delivery of value for money, high performance and equality and diversity.
- Creates an environment within the relevant services of success, supported by healthy, positive, and professional challenge to deliver constant improvement.
- Ensures openness and honesty is underpinned by support and coaching of the teams.
- Manage and build relationships with stakeholders to promote the service and its activities.
- To be part of and take part in PA Housing's out of hours duty officer rota.
- Challenge existing thinking to identify creative opportunities and avenues for success.
- Ensures all colleagues performance within your remit contributes towards team objectives and the wider performance of the business.
- Enables the creation of service teams that operate efficiently and effectively at all times and constantly seeks to improve.
- Promote a unified culture and purpose across a diverse organisation by role modelling motivating and authentic leadership aligned to PA's values and behaviours,
- Challenge team members and other colleagues where performance or behaviors fall short of those expected by the business.
- Comply with all organisational policies and procedures and guidelines.

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- To ensure adherence to the PA Housing Equal Opportunities policies, procedures, and diversity strategy in order to provide the best possible service to a diverse customer and colleague base.
- To be familiar with and follow the guidance given by the PA Housing Data Protection Policy in regard to data protection matters.
- Comply with the Health & Safety Policy, ensuring own and others health and safety.

This role profile is not intended to be an exhaustive list; its aim is to give a broad representation of what will be expected of the post-holder. Other reasonable duties, tasks and responsibilities may be required of the post-holder from time to time; these will be reasonable and broadly consistent with the responsibilities described above and/or intended to assist PA Housing in meeting its stated objectives.

Qualifications:

- Recognised accountancy qualification.
- Recognised treasury qualification or actively studying for.

Attitude, Knowledge, Skills, and Experience:

Attitude:

- Open and approachable, prepared to engage with colleagues across the business.
- A collaborative worker who promotes openness, honesty and offers appropriate challenge to peers and colleagues.
- Acts authentically with integrity and accountability as part of their approach, building trust with colleagues and stakeholders.
- Team player
- Professional with a customer orientated approach that puts customers first
- Passion for service excellence and continuous improvement
- Positive attitude and approach
- Displays a 'can do' attitude with drive and enthusiasm
- Behaves in a manner which is in line with the PA principles
- Always encourages learning, both personally and in other colleagues
- Able to represent the Group at a variety of levels and act as an ambassador
- Practical commitment to equal opportunities and diversity

Skills:

- Communicates effectively.
- Customer focused.
- Prioritises and multi-tasks effectively to meet deadlines.
- Able to build and maintain effective relationships.
- Ensures policies and procedures are adhered to.
- Ability to Analyse and present complex information simply.
- Ensures Value for Money is taken into consideration.
- Influences, negotiates and relates with subtlety and sensitivity.
- Excellent leadership and communication skills

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- Excellent report writing and presentation.
- High level of financial literacy and acumen
- Able to successfully juggle priorities.
- Ensure that colleagues within area of responsibility are well managed and motivated and that both good and poor performance is actively managed.
- Takes ownership and empowers others.
- Organised and structured approach to work and able to work to tight deadlines.
- Conscientious and pays attention to detail.

Knowledge:

- Knowledge of treasury technical accounting matters including hedge effectiveness and FRS 102
- Knowledge of standalone derivatives and valuation methodology
- Knowledge of loan finance documentation
- Knowledge of treasury risk and how it can be mitigated.
- Knowledge of establishing effective treasury controls
- Knowledge of rating agency methodologies and common financial metrics

Experience:

- Experience of a high performing treasury function
- Experience of lender and counterparty liaison
- Experience of working within a tight controls and compliance environment
- Experience of utilising financial IT systems
- Experience of building positive working relationships
- Experience of MS Excel: intermediate – advanced standard

Core Criteria:

Solving Problems	Situations requiring evaluative judgement and innovate thinking to analyse, evaluate and arrive at conclusions that are then delivered. Ensuring colleagues are aligned and enabled to act.
Communication & Influencing People	Interaction requires understanding, providing support and/ or influencing. Empathy and assertiveness are necessary, but persuasion and reasoning may be based on technical knowledge/ expertise.
Adapting Approaches	Embraces change listens to feedback and compromises as needed. Role model's behaviours to support organisational change and holds others to account.
Delivering Results	Drives the performance of the team with clear SMART targets aligned to strategy.
Financial responsibility	Understanding and application of financial and budget management.
People Interaction	Direct: Finance, Assets, Development Indirect: Lenders, Valuers, Solicitors, Bond Trustee,

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	Treasury advisors, Security trustee, Auditors
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