

Role Profile – Family/Tier 3



Paragon Asra

PA Housing

Job Title:	Reporting to:
Senior Finance Systems and Reporting Accountant	Director of Finance
Directorate:	Location: Bede - Leicester
Finance	Blended – Home and PA Offices and properties
Risk Assessment	R1 Office Worker

Role Purpose:

This role is responsible for managing finance systems, ensuring accurate financial reporting, and optimising processes to improve efficiency.

Tier Impact Statement:

A leadership role focused on delivering operational performance in compliance with legislation and aligned to organisational strategy and standards. This role is about ensuring legislative compliance managing risks whilst completing root cause analysis to strive for constant improvement and service excellence. As a senior role with technical knowledge and experience there will also be a focus on influencing the strategic direction of the service based on the operational and legislative environment.

Key Accountabilities:

Finance Systems Management:

- Serve as the primary administrator for Oracle Financials, ensuring system integrity and functionality.
- Maintain and enhance Oracle ERP modules (General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, etc.).
- Support all other finance systems including, Bluebox, Spreadsheet Server, Purchase 2 Pay systems, asset 4000, treasury systems.
- Troubleshoot system issues, working with IT and external vendors to resolve technical problems.
- Assist in system upgrades, testing, and implementation of new functionalities.
- Develop and maintain user access controls, roles, and security settings in compliance with company policies.

Financial Reporting & Analysis:

- Oversee financial data extraction and reporting
- Prepare and deliver accurate financial reports, reconciliations, and variance analyses.
- Support month-end and year-end financial close processes by ensuring timely and accurate reporting.
- Automate and improve reporting processes to enhance efficiency and accuracy.

Process Improvement & Compliance:

- Identify and implement process improvements to enhance financial reporting and system functionality.
- Ensure compliance with accounting standards, internal controls, and company policies.
- Work closely with finance teams to improve data integrity and consistency.
- Assist in audits by providing system reports and financial data as required.

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Training & Support:

- Provide training and support to finance users on Oracle and other systems, reports, and best practices.
- Develop user manuals, documentation, and guidelines for financial systems usage.
- Act as a liaison between finance, IT, and external consultants to ensure smooth system operations.

General Tier Accountabilities:

- 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.
- 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 behaviours fall short of those expected by the business.
- Comply with all organisational policies and procedures and guidelines.
- 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.

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Qualifications:
<ul style="list-style-type: none"> • Bachelor’s degree in finance, Accounting, Business, or a related field • Desirable – Finance Qualification ACCA or CIMA / currently studying. • Experience in a finance systems/accounting role, preferably with Oracle ERP • Strong understanding of Oracle Financials and reporting tools. • Experience with financial reporting, data analysis, and system administration. • Advanced proficiency in Excel, SQL, and BI reporting tools. • Strong analytical and problem-solving skills with attention to detail. • Ability to communicate effectively with both finance and IT stakeholders. • Experience with finance process automation and system integrations is a plus.
Attitude, Knowledge, Skills, and Experience:
<p>Attitude:</p> <ul style="list-style-type: none"> • Take the initiative to finish what’s required. • Team player. • Puts customers first. • Passion for service excellence and continuous improvement. • Displays a ‘can do’ attitude with drive and enthusiasm. • Always encourages learning, both personally and in other colleagues. <p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of finance systems preferably Oracle ERP • Financial reporting, reporting tools, data analysis and system admin • Excel, SQL, and BI reporting tools <p>Skills:</p> <ul style="list-style-type: none"> • Communicates effectively. • Customer focused. • Prioritises and multi-tasks effectively to meet deadlines. • Ability to build and maintain effective relationships. • Ensures policies and procedures are adhered to. • Ability to analyse and present complex information simply.

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- Influences, negotiates and relates subtlety and sensitivity.
- Excellent report writing and presentation skills.
- Strong knowledge of word and excel including pivot tables and look ups.
- The ability to work with and manipulate large volumes of data.

Experience:

- Experience of working in a rents / finance team within the social housing sector.
- Experience of leading and developing a highly motivated team.
- Experience of working in a finance environment with strict deadlines.
- Experience in working in a highly regulated environment.
- Experience of preparing management information KPI's.
- Experience with finance process automation and system integrations is a plus.

Core Criteria:

Solving Problems	Situations requiring a significant degree of evaluative judgement and innovate thinking to analyse, evaluate and arrive at effective conclusions to complex situations. Developing new and creative solutions.
Communication & Influencing People	Interaction is critical to the role and is concerned with influencing and changing behaviour. It involves inspiration, motivation, and the creation of the right working climate. Builds and manages effective relationships with all stakeholders.
Adapting Approaches	Embraces change listens to feedback and compromises as needed. Adapts approach in line with changing business and regulatory environment to maintain performance and reputational perception.
Delivering Results	Drives performance through a cross function of people through influence and respect for professional knowledge. Setting goals and driving achievement to deliver timely and successful conclusions. Delegating effectively with appropriate follow up.
Financial responsibility	Sound understanding and application of financial and budget management.
People Interaction	Direct: PA Housing colleagues Indirect: Customers, suppliers, contractors