

## JOB DESCRIPTION


<b>Job Title:</b>	<b>Capital Finance Manager</b>	<b>Reporting to:</b>	<b>Financial Planning Manager</b>
<b>Department:</b>	<b>Treasury &amp; Financial Planning</b>	<b>Location:</b>	<b>Remote / London</b>
<b>Risk Assessment:</b>	<b>R1: Office Worker</b>	<b>DBS:</b>	

### 1. Main Purpose of Job

**The Capital Finance Manager is accountable for the maintenance and development of the Asset Register system (A4000), updating the general ledger in respect of updates (additions, disposals, grants, depreciation, amortisation and revaluation reserve movements) to A4000 and the accurate allocation of costs and VAT to the applicable tenures of development schemes. The role will provide technical support as well as produce management and financial accounts for different areas of the business.**

### 2. Key Tasks and Responsibilities

- Oversee and ensure comprehensive and accurate recording of all property assets on the Asset 4000 fixed assets register and the Oracle general ledger, incorporating differing tenure types, property components and new development work in progress
- Prepare budgets, ensure budgetary control, and perform day-to-day financial administration for all capital expenditure and specific areas within the team
- Assist with drawing down monthly balances for WIP from our ledgers to post onto our project management tool, PAMWIN.
- Work with the development team to forecast development scheme costs to completion, handovers and cashflows.
- Work with the sales team to forecast development sales and cash flows
- Prepare management accounts, statutory accounts and key performance indicators
- Ensure that appropriate financial records are maintained in the production of the Annual Financial Statements, as required.
- Lead on annual external audits for capital finance areas including Fixed Assets, Grants and Stock.
- Drive financial controls and improve efficiencies across the capital finance function
- Accurately record and maintain grant schedules.
- Oversee the day-to-day processing of accounting transactions within D&B companies

<b>Authors:</b>	Lina Sanganee	<b>Approved by:</b>	HR	 Paragon Asra <b>PA Housing</b>
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- Take responsibility for maintaining the financial records of our Construction Companies and oversee production of their statutory and monthly accounts
- Support and develop the Fixed Assets Accountant
- Assist with the completion of regulatory returns
- Contribute to the effective and efficient running of the business and achieving targets and objectives that are set
- Support the Treasury & Financial Planning team in any other matters that may be appropriate from time to time


### 3. Performance Measures

To meet all objectives, internal deadlines for relevant financial reporting and external deadlines.

### 4. Relationships & Contacts

**Internal:** Finance colleagues, Development Team, Sales Team, IT, Internal Audit


**External:** External auditors, software providers, peers in sector

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**PERSON SPECIFICATION**

**Job Title:** Capital Finance Manager

<i>The criteria below will be used for shortlisting</i> Please cross (x) the appropriate box		
Criteria	Essential	Desirable
<b>Attitude:</b>		
1. Team player	X	
2. Passion for service excellence and continuous improvement	X	
3. Displays a 'can do' attitude with drive and enthusiasm	X	
4. Always lives the PA Way values	X	
5. Always encourages learning, both personally and in other colleagues	X	
6. Personable and adept at building working relationships	X	
7. Can think strategically, creatively and 'outside the box'	X	
8. A positive attitude and approach	X	
9. A visible and strong approach to management and leadership	X	
10. Diplomatic and tactful		X
11. Ensures a great service is provided whilst consideration is given to Value for Money		X
12. Resilient in times of need	X	
13. Passion for service excellence and continuous improvement	X	
<b>Qualifications:</b>		
1. ACA / ACCA / CIMA accountancy qualification (strongly preferred) or otherwise QBE	X	
<b>Skills:</b>		
1. Communicates effectively	X	
2. Customer focused	X	
3. Prioritises and multi-tasks effectively to meet deadlines	X	
4. Ability to build and maintain effective relationships	X	
5. Ability to analyse and present complex information simply	X	
6. Ensuring value for money is taken into consideration	X	
7. Influences, negotiates and relates subtlety and sensitivity	X	
8. Excellent leadership and communication skills	X	
9. Excellent report writing and presentation skills	X	
10. Ensures that colleagues within area of responsibility are well managed and motivated and that both good and poor performance is actively managed	X	
11. Ability to take ownership and empower others	X	
12. Good level of financial literacy and acumen	X	
13. Effective interpersonal skills	X	
14. Organised and structured approach to work and able to work to tight deadlines	X	

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<b>The criteria below will be used for shortlisting Please cross (x) the appropriate box</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
15. Strong competency in MS Word and Excel including use of pivot tables and VLOOKUPs	x	
<b>Knowledge:</b> 1. Knowledge of latest technical accounting frameworks and standards 2. Knowledge of the social housing regulatory framework as it applies to financial accounting 3. Knowledge of the capital funding guide 4. Proven experience and competency in using Asset 4000	x x x x	
<b>Experience:</b> 1. Experience of working within a busy and high performing Finance function 2. Experience of assets accounting involving high volumes of data 3. Experience of performing balance sheet reconciliations 4. Experience of involvement in annual statutory accounting processes 5. Experience of forecasting development sales and expenditure 6. Experience of appraising development schemes 7. Experience of utilising financial IT systems 8. Experience of working with non-finance colleagues to produce good results 9. Experience of a property investment environment 10. Appreciation of the commercial aspects of property investment	x x x x x x x x x x	

### ACCEPTANCE

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by the Line Manager; the responsibility level of any other duties should not exceed those outlined above.**


**A copy of this Job Description should be signed and returned within 10 days signifying your acceptance. Please return to HR, PA Housing Group, 3 Bede Island Road, Leicester, LE2 7EA.**

**I hereby accept the job description.**

**Name: Block Capitals**

**Signed:**

**Date:**

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