



## Job profile

<b>Job title:</b> Homes Accountant	<b>Responsible to:</b> Financial Planning & Treasury Manager
<b>Post No:</b>	<b>Salary grade:</b> I Starting on £35,512 increasing to £37,236 per annum after successful completion of probation period.
<b>Responsible for:</b> N/A	<b>Behaviour level:</b> 1 – Everyone at SLH

### **Purpose of the job:**

The Homes Accountant supports the link between the Finance and Homes Directorates. The post is accountable for helping to deliver a range of high-quality financial services and analysis to senior internal decision makers. This includes contributing to a comprehensive budget, management accounting, and financial support service to budget holders in respect of:

- Major Repairs programme of South Lakes Housing & LVRHA (including energy efficiency works),
- Responsive repairs (day-to-day and voids)
- Cyclical Maintenance programmes (including service costs)

Ensuring accurate and timely financial analysis, budgeting, reporting and support to the Homes Directorate, their management teams and budget holders to deliver their own strategies and plans.

This role is integral to the Financial Planning & Development Teams' ability to forecast cash flows and maintain the Group's and LVRHA's Long-Term Financial Plan. Ensuring accurate and timely financial reporting and finance services support. Additionally, you will implement the continuous improvement of finance processes and systems to maximise efficient, accurate, timely and tailored services to customers.

### Key accountabilities:

1. To support the Finance Business Partner (Homes) to prepare and present accurate and timely management accounts and financial forecasts in respect of Major Repairs and Responsive, Voids and Cyclical Maintenance, enabling analysis of performance and supporting continuous performance improvement.
2. To support in partnering the Homes Directorate, assisting with preparing the annual Major, Responsive and Cyclical repairs budgets that provide responsive, void and programmed repairs to the Group and partner organisations to meet Finance Team deadlines. Ensure that all budget information, including profiling, is kept under review with the service and is up to date within the accounting system.
3. To work closely with the Finance team to provide high quality financial analysis, support, challenge and advice to the Homes Directorate Teams on budgetary control, budget setting, financial forecasts and identify areas where financial performance can be improved. Ensure that financial systems, policies, and processes are fit for the needs of each individual business area.
4. Compile the financial information to enable grant claims, including Social Housing Decarbonisation fund, ensuring all evidence to support claims is collated and held. Lead the independent audit of grant claims to ensure SLH and LVRHA are compliant with the respective grant claim conditions and the auditors confirm in their reports. To complete financial control reconciliations for the Group & LVRHA in respect of fixed assets, surpluses on disposal, VAT and Right to Buy clawback, taking actions to address any issues, and implement Internal and External Audit recommendations.
5. To develop and maintain the Group's and LVRHA's fixed asset component accounting registers and Other Fixed Asset registers, ensuring accurate and consistent identification of capital expenditure and application of the Group's accounting policies for asset additions, disposals, depreciation, and grant amortisation. In respect of disposals, timely settlement of the Right to Buy Clawback to SLDC in accordance with the Transfer Agreement. The Homes Directorate has ambitious plans to develop its applications with the implementation of Cx Contractor and Cx Assets. The implementation of these systems modules provide opportunity to exploit efficiencies in the ordering and invoicing of repairs through the implementation of interfaces to the SLH Finance Application and suppliers. As the Finance Partner dedicate capacity to support these IT implementations by the Homes Directorate and lead their implementation within the Group's finance application.
6. Prepare audit disclosure notes and schedules for the external audit of the Association & LVRHA in adherence to accounting policies and the Finance Team timetable, ensuring an efficient external audit process.

7. To prepare and submit the Group's VAT return, including calculation of the Group's partial exemption annual adjustment in accordance with the approved partial exemption special method. To act as the internal VAT advisor within the Group and obtain and disseminate advice as required to support colleagues, particularly the Development Team.
8. To be a proactive member of the SLH team; continually seeking to improve outcomes and develop your own skills and the performance of the team. You will seek to improve processes and ensure value for money.
9. To ensure that Health, Wellbeing and Safety policies and procedures are adhered to, to deliver effective and safe services and operations.
10. To ensure you work in accordance with legislative, regulatory and financial requirements in relation to your role at all times.
11. To ensure that SLH data is collected, safely and appropriately managed, reported accurately and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to ensure data quality and security.

## Person specification

<b>Job title</b> Homes Accountant		
<b>Criteria</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>		
CCAB or equivalent qualified accountant	D	CV
Evidence of continued professional development	E	CV/I
<b>Knowledge, skills and abilities</b>		
Advanced digital skills; an advanced user of OpenAccounts (or equivalent finance software) and Microsoft Office products (in particular PowerPoint, Word, Excel, Teams)	E	CV/I
An unwavering commitment to equality, diversity, and inclusion, ensuring this is embedded in the work of SLH	E	I
Thorough knowledge of the relevant accounting standards and housing SORP and will keep up to date with any changes in the accounting and disclosure requirements	D	CV/I
Excellent oral and written communication skills	E	I/ST
Outstandingly organised with a high degree of attention to detail and accuracy; with ability to prioritise and manage a varied workload to meet agreed deadlines	E	I/ST
Challenge assumptions and decision-making whilst working collaboratively to aid continuous improvement with all members of ELT, Customers and SMT.	E	I/ST
Robust knowledge of accounting regulations including financial controls, process, procedures, legislation and current practice	E	CV/I
Excellent interpersonal and customer care skills	E	I/ST
A thorough understanding of housing, with demonstrable experience in partnering budget holders	D	CV/I
Demonstrates determination to ensure best practice is followed	E	I
Is a role model to other colleagues in expected professional standards, and in alignment with SLHs shared SLICE values and behaviours	E	I/ASS
<b>Experience</b>		

Experience of using finance systems to provide robust financial information with a clear audit trail, for several uses, including regulatory returns, benchmarking and other third parties	E	CV/I
Proven experience of operating in a finance team of a medium or large organisation	D	CV/I
Demonstrable experience in preparing flow models that integrate information from numerous sources from short to long term	D	CV/I
Demonstrable experience in establishing and maintaining working financial models to provide financial reporting and analysis to non-finance colleagues	D	CV/I
Experienced finance business partner, coaching and supporting colleagues with their financial responsibilities	D	CV/I
The credibility and track record to gain the trust and respect of external partners and colleagues including the Executive Management Team and senior managers, and an ability to influence decision making in the business	D	I/ST
Proven experience of VAT accounting for a complex & partially exempt business	E	CV/I
Experience of maintaining a robust financial control environment, including delivery of balance sheet reconciliations	E	CV/I
Experience in the production of annual financial statements	E	CV/I
Experience in developing processes, systems and initiating and driving continuous improvement	E	CV/I
<p><b>Values and behaviours</b> - <i>It's not just about what we do, we believe it's how we do it too...</i></p> <p>By living our behaviours every day, our colleagues, managers and senior managers are living our shared SLICE values and helping to deliver our vision of Quality Homes, a platform for life:</p> <ul style="list-style-type: none"> <li>• Genuinely care</li> <li>• Take responsibility</li> <li>• Have respect</li> <li>• Be adaptable</li> <li>• Work together</li> <li>• Be curious</li> <li>• Make it happen</li> <li>• Always improving</li> </ul>	E	I

	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test ASS – Psychometric tool e.g., Wave
<p><b>Please note:</b>  No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.</p>		
<p><b>Role profile prepared by:</b> Head of Financial Planning &amp; Treasury</p>		
<p><b>Review date:</b> March 2024</p>		
<p><b>Location:</b> Will be Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD.  South Lakes Housing operates a hybrid working policy.</p>		