

JOB DESCRIPTION**GREENSQUARE ROLE PROFILE**

POSITION	Financial Planning and Analysis Manager	GRADE	Senior Manager
TEAM	Development services	LOCATION	Swindon
VERSION	1.6	LAST UPDATED	May 2010
REPORTING TO	Head of Development Services	DIRECT REPORTS	None

PURPOSE OF ROLE	<p>Coordinates and manages Development's financial business planning, management reporting, costing & margin analysis, cash management and working capital management across a complex mix of different business lines with combined annual expenditure of £30-50m (including development of social housing and outright sale housing, in-house construction and development agency services).</p> <p>Ensures that Division's financial performance is reported and forecast accurately on a monthly, annual and long-term basis.</p> <p>Evaluates and drives forward the financial aspects of new business lines, including undertaking the modelling of forecast financial performance and the setting up of appropriate planning, forecasting and reporting processes.</p> <p>Ensures that the Division's financial activities are optimised for capital allowances, tax and VAT.</p> <p>Manages the analysis, modelling, development and implementation of new Development financial structures and sources of funding.</p>
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KEY ACCOUNTABILITIES

1. Managing the Division's budgeting, planning and strategy processes for the full range of Development activities, to ensure divisional and project income, surpluses, expenses and cash performance are optimised, forecast and achievable.
2. Developing and managing appropriate systems for maintaining financial and management control over the Development function, including monthly management reports and business review packs that cover divisional and project income, surpluses, expenses and cash performance against target.
3. Developing insights into the drivers of underlying performance to ensure that it is closely managed within budget and forecast and that value enhancements/savings opportunities are identified and secured.
4. Ensuring that suitable and agreed financial project approval systems are operating

effectively in line with Board and Executive requirements.

5. Driving improvements in financial management, reporting and forecasting processes and tools to ensure financial best practice within the different operating areas of the Development team.
6. Analysing, modelling and advising on the best route to optimise capital allowances, tax and VAT on more complex land acquisitions, projects, joint venture structures and operational activities, such as in-house construction, working with the Finance team, tax advisors and solicitors as necessary.
7. Developing financial models, such as Special Purpose Vehicles, for collaborating with third parties, working closely with the Development leadership team, the Finance team, banks, stock brokers and other financial advisers.
8. Support the Finance team in analysing and developing alternative financial funding routes for development activities, working closely with the Development leadership team, banks, stock brokers and other financial advisers.
9. Proactively identify financial risks and ensure that they are effectively managed and appropriate actions taken.
10. Ensuring that all internal stakeholders are consulted with appropriately and their requirements are reflected in the reports and services provided.
11. Ensuring all activity meets the organisations requirements for quality management, health and safety, legal requirements, environmental policies, and requirements in respect of duty of care.

GENERAL OBLIGATIONS

1. Establish and maintain effective working relationships with all work colleagues
2. Ensure compliance with the Group's Health and Safety, Equality and Diversity, and Customer Care policies and procedures
3. Take responsibility for own personal development, updating knowledge of changes in legislation, regulation, government agencies, Local Authority requirements, planning practice and the latest thinking in respect of best practice that affect our business
4. To undertake other duties and responsibilities as may reasonably be required from time to time by the Head of Development Services.

CONTACTS

GreenSquare Finance team and other internal stakeholders

The Homes and Communities Agency

Banks, stockbrokers, financial advisors

Tax advisors

Legal advisors

Appropriate organisations for best practice transfer.

PERSON SPECIFICATION

POSITION	Financial Planning and Analysis Manager	GRADE	Senior Manager
TEAM	Development Services team	LOCATION	Swindon
VERSION	1.6	LAST UPDATED	May 2010

QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications	Relevant degree and/or part or fully qualified accountant or similar experience.	Degree or equivalent
Experience, Knowledge and Understanding	<p>5 years experience in a senior role that demonstrate the ability to carry out or develop skills in:</p> <ul style="list-style-type: none"> ○ financial analysis of major company projects and activities; ○ researching new areas for business development; ○ analysing operational activities; ○ preparing detailed forecasts and plans for 1-5 years ahead; ○ developing and implementing financial systems to assist short and long-term decision making; ○ understanding VAT and tax efficient company structures; ○ evaluating, modelling and developing options for complex legal and financial structures. 	Experience within a commercially oriented organisation and/or demonstrable understanding of the application of financial planning and analysis techniques in a RSL.
Job Related Skills	<p>Able to set up and undertake cash flow analysis, apply discounted cash flow appraisal techniques and undertake financial modelling using Excel spreadsheets</p> <p>Able to undertake risk analysis</p> <p>Skills in analysing and reporting on large programmes of constantly varying, complex projects.</p> <p>Highly analytical approach</p> <p>Understanding of and application</p>	

	<p>of business planning techniques.</p> <p>Able to creatively solve problems, continuously improve the business and take advantage of new opportunities.</p>	
Personal Skills	<p>Builds and maintains strong relationships.</p> <p>Works collaboratively and productively with others.</p> <p>Develops well thought through ideas and strategies, evaluates options and make good decisions.</p> <p>Focuses attention and resources on meeting business objectives.</p> <p>Builds commitment to a course of action by presenting facts and arguments to influence others/significant business decisions</p> <p>Plans, monitors, adjusts and controls activities to achieve business goals.</p> <p>Uses quantitative skills to help.</p> <p>Ability to influence</p> <p>Lots of energy and motivation</p> <p>An ability to multitask</p> <p>Good attention to detail</p> <p>Good interpersonal skills</p> <p>Sound decision making</p> <p>An ability to work to tight deadlines</p>	
Other	<p>Able and willing to attend evening meetings as required</p>	<p>Ability to drive and access to a car</p>