JOB DESCRIPTION

Job Title:	Financial Accountant
Service / Department:	Finance
Reports To:	Head of Finance
Responsible For:	Finance Officers and Senior Finance Officers
DBS Check:	Standard

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement. In this role, you will be directly contributing to the increase in the number of homes we can provide to residents to help achieve our mission of Transforming Lives.

The postholder is accountable for the integrity of the Group's balance sheet, treasury management activities, fixed asset accounting, subsidiary reporting and regulatory submissions, ensuring compliance with statutory, regulatory and lender requirements whilst providing high-quality financial information to support decision making.

Main Duties and Responsibilities:

- Lead the reporting team to produce accurate and timely Group management accounts, statutory financial statements and financial reporting for Salvation Army Homes and its subsidiaries, including Kingsown Property Limited (active) and Saha Developments Limited (dormant).

- Take ownership of the year-end financial reporting process, including the preparation of statutory accounts, supporting working papers and liaison with external auditors.

- Lead the annual audit process for the Group and subsidiary entities, ensuring audit requirements are met and contributing towards achieving a clean audit opinion.

- Oversee the preparation and maintenance of all balance sheet reconciliations, ensuring reconciliations are completed accurately, reviewed in a timely manner and any outstanding issues are resolved promptly.

- Act as the organisational gatekeeper for the Fixed Asset Register, ensuring all capital expenditure, disposals, depreciation and asset transfers are accurately recorded and reported in accordance with accounting standards and organisational policies.

- Maintain ownership of the liabilities register, ensuring all loans, lease liabilities, provisions and other long-term liabilities are accurately recorded, monitored and reported.

- Lead the treasury function, including cash management, liquidity monitoring, treasury compliance and covenant reporting.

- Oversee the production of the weekly and long-term cashflow forecasts, ensuring accurate forecasting of cash requirements and identification of potential funding risks.

- Prepare quarterly Treasury reports for the Board and Executive Team, providing analysis of treasury performance, covenant compliance, funding arrangements and financial risks.

- Support the Head of Finance in managing lender relationships and treasury activities, including refinancing exercises, covenant calculations and treasury strategy implementation.

- Lead on the completion and submission of all regulatory, statutory and sector returns, ensuring compliance with reporting requirements and submission deadlines.

- Ensure compliance with relevant accounting standards, Statement of Recommended Practice (SORP), treasury regulations, lender requirements and regulatory expectations.

- Ensure robust corporate governance is maintained across all reporting, treasury and regulatory activities.

- Undertake any other reasonable duties commensurate with the level and responsibilities of the role.

Related Activities:

- Have a good understanding of the work of Salvation Army Homes and an empathy with its mission
- Foster an environment for growing skills within the team and organisation
- Provide an excellent level of customer care both within Salvation Army Homes and for residents, the general public and external bodies
- Effective leadership for finance officers and able to motivate and develop the team
- Implement Salvation Army Homes' Health and Safety Policy and Procedures as appropriate for the role and with an awareness of your responsibilities. Ensure that all practices are undertaken in accordance with ensuring a healthy and safe working environment
- Lead by example in promoting non-discriminatory behaviour to ensure an equality of opportunity for all. Promote diversity as making good business sense and work in an inclusive manner
- Proactively manage team and embed best practice working environment, either when working remotely or in office
- Participate in essential training, role related training and to work in accordance with all relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective
- Fully align with Salvation Army Homes values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour

PERSON SPECIFICATION

Essential Qualifications and Memberships:

- Professional Accounting Qualification (e.g. ACCA, CIMA, ICAEW)

Aptitudes and Abilities:

Essential

- Passionate about the Association's mission and reflects its culture and values
- Proactively demonstrates a strong commitment to equality and diversity and works in a manner that is inclusive
- Industrious, shows initiative and is innovative
- Open to learning and development and fosters a learning culture
- Strong commitment to satisfying both internal customer and other stakeholder needs whilst ensuring the Association delivers a cost-effective Finance service that adds value.
- Strong commitment to continual service improvement
- Effective oral and written communication skills with service users and peers, with the ability to produce and present information in clearly defined and understandable formats for all levels of staff
- Computer literate and advanced level Excel and competent user of MS Office 365 software including SharePoint, Teams, Word, PowerPoint
- Skilled at recognising talent, bringing people together to generate a strong team spirit and encouraging collaborative working
- Good business acumen and commercially minded
- Good time management with an ability to manage own and others time
- Prepared to travel to regional offices and sites around the country
- Ability to work outside normal working hours in accordance with the needs of the business, including occasional attendance at evening and weekend meetings.
- Able to understand the needs, objectives and constraints of those in other disciplines and functions
- Strong interpersonal skills with an ability to liaise effectively with a wide range of stakeholders
- Able to influence others through persuasive discussion and report writing
- Agile and responsive to change, particularly in an evolving and challenging environment

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- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
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Experience and Interests:

Essential

- Experience of Finance Business Partnering or cross team working
- High skilled at interpreting financial information and spotting trends
- Adept at providing management information to support decision making
- Previous experience of implementing new systems or processes

Desirable

- Experience of working in the Social Housing Sector within a Finance environment
- Experience of preparation of Financial Statements

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	**Servant Leadership** — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	**Passion** — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	**Inclusion** — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	**Respect** —we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	**Empowerment** — we have trust	Have we given the right context to our message? Has our communication been story-driven?