JOB DESCRIPTION

Job Title:	Financial Planning & Reporting Manager
Service / Department:	Finance
Reports To:	Head of Finance
Responsible For:	Finance Business Partners (x2)
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.

To lead the Financial Planning and Business Partnering function, providing strategic financial insight, robust forecasting, long-term business planning and high-quality management reporting. The role is responsible for the delivery of the Group's annual budget, financial forecasts, 30-Year Business Plan, stress testing and regulatory forecasting returns, whilst ensuring senior leaders receive the information and support required to make informed decisions and maintain the organisation's long-term financial viability

Main Duties and Responsibilities:

- Lead the Financial Planning and Business Partnering team, ensuring the delivery of high-quality financial support, analysis and insight across the organisation.
- Manage, develop and support the Finance Business Partners, fostering a culture of continuous improvement, accountability and high performance.
- Lead the production of accurate and timely monthly management accounts, providing robust financial analysis, commentary and recommendations to senior management, budget holders and stakeholders.
- Oversee the organisation's forecasting and planning processes, including monthly forecasts, quarterly reforecasts, annual budgets and medium-term financial plans, ensuring alignment with business objectives and strategic priorities.
- Support the Head of Finance in the development, coordination and delivery of the Group's annual budget, financial forecasts and corporate planning processes.
- Lead the development, maintenance and monitoring of the organisation's 30-Year Long-Term Financial Plan, ensuring assumptions remain robust and financial sustainability is maintained.
- Develop and maintain financial models, stress-testing frameworks and scenario-planning tools to assess the impact of operational, economic and regulatory risks on the organisation's financial viability and strategic objectives.
- Ensure compliance with the Regulator of Social Housing's expectations relating to financial resilience, forecasting, business planning and value for money.

- Lead the preparation and submission of Financial Forecast Returns (FFR), Quarterly Survey returns and other regulatory planning submissions, ensuring accuracy, quality and compliance with regulatory deadlines.

- Lead regular financial performance reviews with budget holders and operational leaders, providing challenge, insight and support to improve performance and forecast accuracy.

- Analyse financial and operational data to identify trends, risks, opportunities and efficiencies, supporting value for money and informed decision making across the organisation.

- Provide oversight and quality assurance of management information, forecasts and business planning outputs produced by the Finance Business Partnering team.

- Work closely with the Financial Accountant and treasury colleagues to ensure consistency and alignment between management reporting, statutory reporting, treasury reporting and regulatory submissions.

- Support the preparation of Board, Executive Team and Committee reports, providing clear financial analysis, performance insights and strategic recommendations.

- Support internal and external audit processes and contribute to the continuous improvement of financial controls, systems and reporting processes.

- 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

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?