

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Accountant (Assets &amp; Income)</b>
<b>RESPONSIBLE TO:</b>	<b>Assistant Director Finance</b>
<b>RESPONSIBLE FOR:</b>	<b>2 Assistant Accountants &amp; Treasury / Income Assistant</b>
<b>DEPARTMENT/SECTION:</b>	<b>Finance &amp; Procurement</b>
<b>SALARY (£):</b>	<b>Grade 15</b>

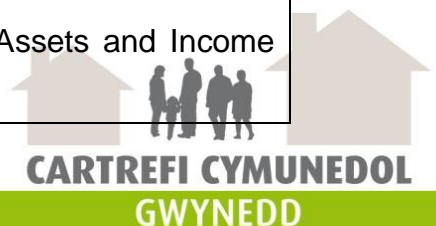
### VISION AND VALUES

This post will help Cartrefi Cymunedol Gwynedd achieve its vision of being a leading provider of quality housing – meeting the needs of customers, valuing communities.

The post-holder will work to CCG's core values of being Fair, Accountable, Open, Innovative and Approachable

### MAIN PURPOSE OF THE JOB

- To manage financial support relating to Capital (including the WHQS improvement programme), Trwsio (Repairs and Maintenance service), Income and Treasury activities. This includes the setting of relevant annual budgets.
- To ensure that budgets are monitored and controlled appropriately via the preparation of monthly management accounts, variance analysis reports, cost projections and regular liaison with budget holders.
- To lead on the financial planning of the Capital Programme and Trwsio budgets, ensuring consistency with the business plan.
- To ensure that the housing stock fixed asset register is maintained so that the organisation complies with the latest SORP.
- To provide financial support, advice and guidance for Assets and Income sections specifically, and for other sections as required.



- To ensure that control accounts and key reconciliations in respect of income are always maintained, and to assist with the process of determining the annual rent increases
- To implement the Treasury Management Policy and the Treasury Management Strategy, with the overall aim of minimising loan servicing costs whilst maintaining liquidity in respect of cash holdings.
- To ensure compliance with funders' loan agreements, including loan covenant monitoring.
- To maintain proper books and records in order to comply with statutory and regulatory requirements
- To prepare specific sections of the year end statutory accounts.
- To support the business planning process.
- To ensure that the risk management culture, segregation of duties, and internal financial controls are appropriate.



## KEY RESPONSIBILITIES

### Overall Knowledge of the Business

- To maintain a detailed understanding of CCG's finances and the business as a whole, including funding, cash flow, loan covenants, and rent setting.
- To provide financial advice to Directors and Managers, specifically those in the Assets & Infrastructure Department
- To provide advice, guidance and direction to members of the Finance team.

### Budgeting and Budgetary Control

- To ensure that the annual Capital and Trwsio budgets are prepared.
- To ensure that accurate and timely monthly management accounts are prepared for budget holders, and to examine budget variances and take appropriate action.
- To meet with managers and budget holders, and to respond to requests for financial information.
- To ensure that the ledger reconciles to the Asset & Infrastructure Department's project management system.
- To provide other financial management information as required, e.g. for budget challenge reviews and medium term financial planning.

### Statutory Accounts

- To assist with producing the annual statutory accounts in accordance with relevant accounting standards, including directly preparing specific sections.
- To provide clear and detailed working papers and explanations for the external auditors during the audit of the accounts.

### Component Accounting

- To ensure that all capital expenditure can be analysed to property and component level as required by the Housing SORP, and to ensure that all



component costs reconcile to the Asset Management system and the project management system.

- To ensure that the Asset Module in respect of Housing properties is maintained, ensuring that costs are promptly and accurately recorded against individual components.

### Income

- To ensure that all rent and income control accounts and key reconciliations are always maintained, specifically that bank reconciliations are accurate and up to date, and that the cashbook is maintained.
- To liaise with the rent accounting staff to ensure that all payments received from tenants are credited on a timely basis to the rent accounting system, and that the rent accounting system and general ledger are reconciled.
- To ensure that all sundry debtors invoices are raised in accordance with the Financial Regulations, and to oversee the recovery of these debts

### Rent Setting

- To assist with determining the annual rent increase for each property, including providing rent modelling information.
- To liaise with the IT & Rents sections to ensure that the rent accounting system is updated with the revised annual rent.

### Treasury Management

- To ensure compliance with the Treasury Management Policy and to contribute towards its periodic review.
- To implement the annual Treasury Management Strategy, including drawing down additional loans and investing surplus funds
- To ensure that the rolling cashflow projections are regularly updated.
- To be CCG's key operational contact with the bank, and to maintain bank mandates.
- To meet various reporting requirements (e.g. from funders), and to ensure that loan agreements are complied with, e.g. via loan covenant monitoring.



### **Annual Business Plan**

- To understand the business plan, and to assist with updating it and reconciling it to the annual budget.
- To understand the development appraisal model and how it effects the business plan

### **Internal Control and Risk Management**

- To promote an appropriate risk management culture within CCG generally and the Finance Section specifically. This will include ensuring appropriate segregation of duties and that appropriate internal financial controls are maintained.
- To ensure that relevant internal and external audit recommendations are implemented to agreed deadlines.
- To be a system administrator of the finance systems.

### **Service Development and Improvement**

- To contribute to the Finance section's service improvement plan (SIP), implementing relevant sections to agreed deadlines.
- To actively contribute to reviews and benchmarking of company services, e.g. the Trwsio growth programme.
- To produce Financial Performance indicators as required, e.g. indicators relating to the WHQS investment programme.
- To promote the full use and capabilities of financial systems, and to advise financial information users of system capabilities and potential enhancements. To assist with future development of finance systems.
- To provide advice, guidance and training to staff from other sections on Financial systems, procedures and policies.

### **General Management Responsibilities**

- To deputise when the Assistant Director Finance is unavailable.
- To attend various internal and external meetings as required



- To undertake line manager duties, including recruitment, management of sickness & leave, identification of training & development needs, staff performance management and staff appraisal.
- To constructively challenge traditional ways of working and to develop innovative responses.
- To ensure compliance with the Standing Orders, Financial Regulations, standards of probity relating to the organisation's charitable status and Welsh Government Regulations.
- To ensure compliance with relevant legislative, regulatory, constitutional and financial requirements, and to work to high professional and ethical standards.
- To ensure compliance with the requirements of ISO 9001, ISO 14001 & OHSAS 18001 on issues that relate to Health, Safety, Quality and Environment etc.
- To ensure compliance with customer service standards, and to contribute to tenant participation events and activities as required.
- To ensure compliance with the equality and diversity policy.
- To represent, promote and maintain a positive attitude and image for Cartrefi Cymunedol Gwynedd.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service you may be required to undertake other reasonable tasks which are broadly consistent with those in this document, as determined by your line manager, Director or the Chief Executive.



## PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>Fully or almost qualified Accountant</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Relevant management or leadership qualification, e.g. ILM5 or higher</li> </ul>	Desirable
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>	
<ul style="list-style-type: none"> <li>Experience of working in the housing sector</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Experience of financial management at a senior level</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Significant experience of working with financial systems</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Preparation of Annual Accounts and other statutory documents</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Preparation of budgets, management accounts and year-end reports</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of accounting for capital expenditure and of dealing with capital building contracts</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Experience of maintaining internal financial controls and key control accounts</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of Treasury Management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of Business Planning</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Provides leadership, and can manage a team</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Proficient in ICT applications, especially Microsoft products including Excel</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Identifies and defines problems, and finds appropriate solutions.</li> </ul>	Essential

<ul style="list-style-type: none"> <li>• Demonstrates judgement and uses initiative, is a good decision maker, and meets deadlines.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Works to the organisation's objectives, and contributes ideas to facilitate change and improve services.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Communicates effectively.</li> </ul>	Essential
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>• Flexibility in approach to hours worked.</li> </ul>	Essential
<b>LANGUAGE REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Communicates fluently in Welsh and English.</li> </ul>	Essential

