



Finance Team Leader

Level:	Grade 9
Team:	Finance
Line Manager:	Relevant Finance Manager
Responsible for:	Finance Officers

About the job

- Provide leadership to the team in the delivery of high-quality, effective financial services in a consistent manner and in accordance with Vico Homes financial standing orders, policies and procedures and within service standards
- Adhere to financial regulations to ensure appropriate segregation of duties and effective financial controls that meet and exceed the requirements of our regulators, funders, and customers

You'll be trusted to

- Produce and analyse financial information and provide a comprehensive financial service to devolved budget holders
- Perform technical accountancy tasks and financial projects and assist in compilation and monitoring of budgets and year end audit process
- Support managers across the organisation and within Finance to maintain the financial records of the organisation and ensure it is accurate and up to date and information is produced in accordance with corporate timescales
- Contribute to the development of the Vico Homes financial regulations and delegation framework, ensuring that effective controls are in place, challenging these controls and ensuring effective procedures
- Support the Finance team to ensure robust risk management is in place, ensuring value for money (VFM), adding delivery of the overall business strategy, performing financial analyses to evaluate the organisation's financial performance and areas for improvement and team planning activities
- Be responsible for ensuring that all operations are within Vico Homes standing orders
- Be responsible for managing the devolved budgets within the Delegated Framework to ensure allocated resources meet the need of the service users
- Be responsible for income generation, budget setting and monitoring
- Ensure the accuracy of all financial ledger information, and assist in the management of the production of monthly management accounts
- Contribute to the development of financial awareness within the department, including the development and delivery of financial training for non-finance managers
- Establishment and review of financial manuals and procedural frameworks in improving its processes, products and services through data analysis

- Assist in the development of financial information systems; including system testing on all IT packages and completing test cycles as required to ensure IT project timelines are met
- Identify system limitations and contribute to the support and management of IT packages
- Provide financial advice and guidance to managers and colleagues, and attending working groups, where required. Resolve financial enquiries from various sources within/outside the organisation
- Support Management in ensuring that the processes Finance have in place to support, Service Level Management, and Service Continuity, are operating effectively and efficiently, delivering services to the agreed levels
- Oversee, deliver and act as project lead on projects, breaking down tasks and providing briefings to project team members
- Be responsible for the provision of information, evidence and documentation as required by auditors
- Ensure that service area and employee related policies are adhered to and monitor the performance of employees within the team, to achieve continuous service improvement
- Assist in the identification and management of risks within the Finance service area
- Assist in the resolution of complaints and representations in accordance with the Vico Homes complaints procedures
- Deputise for your manager in their absence
- Undertake any other duties commensurate with the overall purpose of the job and the grade

Within Accounts Payable you will:

- Develop and maintain good professional working relationships with other departments and external customers and organisations to ensure a high standard of customer care is delivered via the Finance Team
- Manage the process and ensure the settlement and correct accounting treatment are applied to monies owed or received, in line with Vico Homes policies and procedures and contractual agreements
- Lead and be responsible high volumes of financial processes which may include but is not limited to month end financial reporting, accurate posting of liabilities, reconciliation and monthly management accounts
- Prepare supplier and employee expenses payment files obtaining appropriate approvals in line with FRDF and ensuring adherence to UK Prompt Payment Code
- Collate the provision of accurate Performance Indicator information
- Support Management with providing information to external agencies, i.e. Inland Revenue, HMRC

Within Treasury you will:

- Ensure that any surplus funds are invested in line with the company's treasury management policy and to calculate loan interest calculations for accrual purposes
- Provide support to the Finance Manager to ensure that the treasury system complies with the statutory and Housing Corporation requirements and Best Practice

- Update and maintain the integrity of multiple entities within Vico Homes, maintaining the cash flow models and making a contribution to the business planning process in order to maximise income and maintain financial viability
- Provide accurate cashflow information for the quarterly National Regulator of Social Housing Statutory Report to the Finance Manager. Provide an analytical report to highlight any variances
- Ensure the timely and accurate completion of all Treasury and related account reconciliations and to provide information to the Finance Manager for all reports to Funders as required
- Calculate receipts due under the preserved right to buy, and right to acquire regime in accordance with Housing Corporation and the Vico Homes / WMDC Right to Buy Sharing agreement
- Manage daily Bankline/Autopay transactions, transfers, payments, and reconcile all bank/deposit accounts
- Maintain the company Bank Mandate register gaining approvals from the Board to implement any changes required
- Ensure cash deposits are placed in line with treasury policies whilst maximising income

Who you'll work with

Internal: All Vico Homes Colleagues

External: Various organisations and individuals to whom Vico Homes is indebted

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
AAT level 4 Diploma in Professional Accounting or part CCAB or equivalent	✓		AF/CQ
Experience of working within a financial environment, working in accordance with an organisation's financial framework	✓		AF/I
Experience of developing management information systems	✓		AF/I
Experience of the provision of monitoring information	✓		AF/I
Effective organisational skills	✓		AF/I
Able to work effectively in a highly pressurised environment and meet deadlines and targets	✓		AF/I
Experience of working with non-financial managers and external organisations and individuals	✓		AF/I
Maintain knowledge of appropriate external legislation and Vico Homes organisational policies and procedures	✓		AF/I
Knowledge and practical experience of using IT as analytical and management tools	✓		AF/I
Experience of interpreting large volumes of data	✓		AF/I
Clear presentation and verbal skills	✓		AF/I
Be expected to work flexibly to meet the changing needs of the service	✓		AF/I
Good leadership demonstrated together with the ability to engage and motivate employees	✓		AF/I
Able to work under pressure and to tight deadlines	✓		AF/I
Able to work both as an individual and member of team	✓		AF/I
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required on a daily basis	✓		AF/CQ
The post holder may be required to work outside normal office hours on occasion	✓		I
Understanding of financial legislative and regulatory framework. Knowledge and understanding of financial control, systems and procedures		✓	AF/I
A thorough knowledge and understanding of financial systems and procedures operating within Vico Homes		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification