



ROLE PROFILE

JOB TITLE: Treasury Accountant

REPORTING TO: Treasury Manager

TEAM: Treasury and Financial Planning and Analysis

JOB OVERVIEW

Responsible for the effective day to day management of the loan portfolio, security portfolio and cash management and forecasting for the ForHousing Group.

This role is key to effective financial reporting, forecasting, and monitoring of the Group's financial position.

This role will:

- Work agilely to support the wider Finance team where required, building positive relationships with colleagues and internal customers,
- Provide accurate and timely financial information and guidance, whilst ensuring the balance of support and challenge is appropriate to meet the needs of internal customers and the business,
- Ensure the Group's cash position is maintained in line with the Treasury policy ensuring appropriate notice is given to funders for any loan drawdowns,
- Ensure financial information is correctly accounted for in the general ledger, enabling Finance team to accurately report the monthly financial results to their relevant customers, ensuring financial forecasts are challenged appropriately when required,
- Produce and maintain a working cashflow based on the information provided by the relevant budget holders,
- Maintaining and reconciling the Asset & Liability register for loans and security.
- Ensure the loan covenants and golden rules are monitored effectively and are adhered to,
- Support the Finance Team to deliver an efficient and effective year-end close, providing the audit deliverables for treasury within the agreed timescales, with high quality workings to support the disclosures within the statutory accounts.
- Undertake balance sheet and bank reconciliations monthly and ensure any reconciliation issues are dealt with in a timely manner.
- Maximise the performance of the Treasury function in support of the Finance Team and ForHousing's overall objectives; and
- Ensure that the Finance Team maximise the use of IT systems and continually evaluate processes to drive efficiencies across the team, increasing effectiveness and ensuring added value wherever possible.



ABOUT FORHOUSING AND THIS ROLE



Respect



Trust



Openness



Passion

With tenants at the core of everything we do our values shine through and drive our behaviour.

ABOUT FORHOUSING

Everything we do aims to positively impact the lives of our social housing tenants and deliver on what matters to them and their communities.

By listening to tenants and keeping them at the heart of all we do, we provide safe, well maintained, sustainable homes and deliver customer focused, equitable and efficient services. And we always want to do better.

Through our tenant focused, inclusive and agile culture, ForHousing is a place where everyone can thrive and be themselves.

ABOUT THE ROLE

You'll work to positively impact tenants and their communities by:

- Ensuring all bank and cash transactions are recorded correctly and reconciled on a monthly basis prior to the period closing.
- Managing cash and banking operations, including petty cash, day to day banking and cheques.
- Completing the monthly balance sheet reconciliations for all treasury related items, such as bank and loan reconciliations, ensuring reconciling items are cleared on a timely basis and minimal items are left in a period.
- Completing variance analysis on actual cash flow against forecast ensuring any major variances are fully understood and can be explained and any areas of concern are highlighted in a timely manner.
- Completing all relevant accruals and update the relevant forecasts in relation to loans interest payable and interest receivable.
- Updating the company cash flow forecasts on a daily/monthly basis, based on the information provided by the relevant management accountants, ensuring the information is received in a timely manner.
- Ensuring all treasury administration processes are followed correctly in relation to any loan drawdowns and any loan repayments are scheduled and paid on time.
- Providing financial information for the preparation of the quarterly and annual regulatory returns such as the RSH Quarterly Surveys, FVA and FFR.

MAKE A DIFFERENCE



- Preparing the necessary financial information in support of monthly reports where required, including the Management Accounts, Board, Operational, Strategic and Committee meetings.
- Ensuring the Asset & Liability register is kept up to date for loans and security and that the information agrees back to the corporate systems for both loans and property. Liaising with the land registry to ensure title numbers and charged information is held against the QL Housing system.
- Ensuring charged and uncharged stock is up to date, reconciled to lenders information and agreed to systems.
- Ensuring stock is always in charge to meet the requirements of the cashflow and loan portfolio.
- Ensuring all loan covenants are monitored weekly or monthly at a minimum, and golden rules are being adhered to.
- Ensuring a thorough knowledge of all requirements of the loan agreements.
- Responding to information requests from funders within the required timescales.
- Carrying out training across the Group to ensure all relevant customers are aware of cash and banking processes to ensure they understand what is required and how it affects their areas of responsibility.
- Assisting with the preparation of the annual statutory accounts maintaining relevant working papers, to ensure audit compliance and assist with the preparation of accounting information provided to internal and external audit as required.
- Supporting the department in any other tasks required by the Finance Business Partner and/or Finance Managers.

WHAT WE ALL NEED TO DO

- Things can change so we may ask you to carry out other duties to make sure we continue to meet organisation and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary
- Our strategic Outcomes are the things we aim to deliver together through our strategies. You will play an important part in what we will achieve. We encourage you to find new or improved ways of working to help make good things happen every day
- You'll help make sure we continue to maintain and even exceed expectations, performance, and compliance standards. At the same time you'll seek best value for money in every part of the job
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything
- We thrive in an inclusive environment, where everyone is valued. You'll need to familiarise yourself with our equity, diversity and inclusion policies, to help make sure we deliver a person focused service





- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential
- All colleagues are responsible for ensuring that the data that we hold about customers, properties and any other relevant services in corporate systems is collected, regularly checked for accuracy and used for the purposes stated. Accurate, good quality data is critical to providing person-centred customer service. This also includes recording all customer and property interactions
- From time to time, you may need to undertake other tasks commensurate with your role.

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education (5 GCSE's or equivalent) – literacy and numeracy • Part Qualified Management accountant or equivalent professional experience • Record of Continuous Professional Development in Finance 	<p>AF/QC</p> <p>AF/QC</p> <p>AF/QC</p>
Experience, knowledge, skills and qualities	<ul style="list-style-type: none"> • Previous experience of day-to-day cash and banking • Previous experience of balance sheet reconciliations • Previous experience of process improvement • Previous experience in production of financial information • Previous experience of working with financial IT systems • Technical accountancy experience e.g. posting journals/accruals • Previous experience of working in a commercial business environment (desirable) • Experience of working in a fast paced and forward-thinking environment (desirable) • Experience of extracting data and information from IT systems • Excellent Excel skills and ability to analyse and manipulate financial data • Previous experience of preparing performance reports (Desirable) • Knowledge of Open Accounts (Desirable) 	<p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p> <p> </p>
Skills and abilities	<ul style="list-style-type: none"> • Effective communication skills 	<p> </p>



MAKE A DIFFERENCE

	<ul style="list-style-type: none"> • High attention to detail • Able to encourage collaboration with others and be a valuable team player • Able to work to strict deadlines and manage self through peaks and troughs • Adapts positively to change and adopts a flexible approach to the role • Ability to explain financial issues in an accessible way to non-finance people • Ability to build and sustain effective working relationships with all stakeholders • Process improvement resulting in efficiencies in day-to-day operations 	<ul style="list-style-type: none">
Personal qualities	<ul style="list-style-type: none"> • A strong commitment to high quality customer service, both internal and external • Self-motivated and possess a high standard of work and willingness to develop • Ability to use initiative and take ownership for issues that may arise and be proactive 	<ul style="list-style-type: none">