

Finance Analyst – Sustainable Places

Line manager: Senior Finance Manager

Grade (if applicable): 3

Direct reports: 0



Role purpose:

A challenging and exciting role, adding significant value by providing excellent customer service across the organisation. The role requires excellent communication skills, both written and verbal, with the natural ability to network and build effective relationships within the Finance team and with key colleagues across the organisation.

We're locally focused providing first class support to the Sustainable Places and Investment Directorates which continues to change with the groups priorities. This role requires a resilient individual who is adaptable to change and takes on any challenge with a can-do attitude. Work ethic and customer service ethic is essential as we pride ourselves on the excellent service we provide. One of the areas you will support is the commercial real estate portfolio. This has a combined income of £17m, and involves liaising with external managing agents and lawyers to collate data for input into the internal systems to ensure accurate accounting. This area is made up of retail, industrial, office and healthcare provisions billing rent, service charge and insurance. The team also currently support Thamesmead which is one of the largest and most complex regeneration projects in the UK and Europe alongside the operation teams on Environmental estate management, public realm and sustainability, this role will give you varied experience looking at the whole picture liaising with internal and external stakeholders.

You will lead on the month end process from journal processing to closing ledgers to reporting for your assigned workstream areas. Providing insightful and relevant analysis that supports the budget holders in understanding their performance and delivering within agreed budgets. Assisting with Long term financial plans, forecasting and budgeting and assisting the budget holders with the Purchase 2 Pay system and its management. Completing Balance sheet reconciliation and provide assistance to interim and annual external audits. You will contribute to improvement projects, including supporting the changing areas such as taking on the garage portfolio ensuring this is a smooth transition from internally managed to an external managing agent and KPIs are met and reported on.

Continuously review and seek to improve systems and processes to maximise efficiency and keep things as simple and easy for users as possible and always maintaining a positive approach to change. The drive on efficiency and reduction of waste in the group will also give you the opportunity to make change and add value to the group, saving money to enable further investment into our properties and delivery.

Key Results:

- To be a central source of expertise and operational advice, and you will ensure that you have appropriate knowledge to understand the bigger picture and how the areas for which you are responsible impact on and are impacted by other teams. You will know when to make judgements and when to escalate issues.
- Preparation of the monthly Management Accounts and KPIs, including insightful commentary to agreed timeframes.
- Provide establishment reporting to budget holders that clearly shows performance against vacancy factor savings and other targets.
- Arranging & attending budget holder meetings as agreed with Finance Manager.
- Support the Senior Finance Manager and Finance Business Partner with the annual budget process and forecasting processes.
- Work with budget holders and the business partner and Senior Finance Manager to define budget requirements, challenging costs, and identifying opportunities.
- Ensuring that costs are allocated at correctly and accounting is done in line with accounting standards and enabling service charge recovery.
- Support to Senior Finance Manager as required.
- Support budget holders to understand their financial performance and provide training as required including assisting with system changes (e.g. iPOS).
- Processing of month end journals as required.
- Maintain balance sheet controls and reconciliations as appropriate.
- Facilitate the completion of audit queries for the relevant directorates.

Version Date:

Signed off by:

- Support with transformation projects and proactively identify areas for improvement.
- To ensure that all policies and procedures are adhered to so that consistent and standard practice is achieved across the organisation.
- To follow Peabody Health and Safety policies and procedures to ensure, as far as is practicable, your own safety and that of others in the workplace.
- Collaborating with finance colleagues to improve finance processes and data.

Success metrics:

- Provision of high quality and timely management reporting and performance information that supports effective decision making for the directorate.
- Ensure data quality, working with managers and internal teams to improve the quality and integrity of data.
- Strong relationships with key customers, managers, and internal teams.
- Ensuring that budget holders have the requisite skills, experience, and tools to fulfil their responsibilities.

About you:

You will be:

- Totally committed to delivering excellent customer experience – embodying our values every day in the way you deal with customers and colleagues.
- Driven, proactive, energetic and possess a “can-do” attitude.
- Able to prioritise and work within agreed timelines.
- A great communicator both written and verbally and understand the different message needed for different audiences.
- A flexible and adaptable team player.
- A diligent worker with a keen eye for detail.

You will have:

- Experience of working in management accounting / business reporting role(s), where you have taken the lead on management accounts production.
- Excellent analytical skills, working with large volumes of data and turning this into meaningful information.
- The ability to present financial information in a clear and transparent manner for non-finance colleagues.
- Knowledge of accounting software (Sun Systems desired) and other core finance systems.
- Part qualified accountant and commitment to continued professional development.