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| JD Last Review Date | New JD July 2026 |
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### Financial Planning Manager

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| <b>Team</b> - Finance                        | <b>Direct team responsibility</b> – 4 direct reports |
| <b>Manager</b> – Assistant Director, Finance | <b>Budget responsibility</b> – £0.5m                 |
| <b>Location</b> – Northallerton/Hybrid       | <b>Job grade</b> – 6                                 |

#### Role purpose:

The Financial Planning Manager is responsible for leading the delivery of high-quality financial planning, budgeting, forecasting, management accounting and business partnering services across the organisation. The role supports the Assistant Director, Finance by providing financial insight, challenge and analysis that enables managers and leaders to make informed decisions and achieve organisational objectives.

The Financial Planning Manager will manage the financial performance team, ensuring effective financial support is provided across all services. The post holder will develop strong relationships with budget holders and operational leaders, embedding financial accountability, value for money and continuous improvement throughout the organisation.

The post holder will take the lead on regulatory reporting, including the 30-year financial plan, statutory accounts and quarterly returns.

Treasury functions, including lender returns, managing the cash flow forecasting and interest payments fall under this role's responsibility. Along with rent and service charge setting.

#### Organisational Structure:



### **Main responsibilities:**

#### **Financial performance**

- Lead the delivery of monthly management accounts, ensuring reporting is accurate, timely and provides meaningful insight to support decision making.
- Lead the preparation and coordination of annual budgets across the organisation.
- Develop and maintain financial forecasts that identify risks and opportunities.
- Provide detailed variance analysis and commentary against budget, forecast and prior year performance.
- Support the production and maintenance of 5-year and 30-year financial plans, including co-ordination of assumptions, scenario modelling., sensitivity analysis, and stress testing.

#### **What does success look like?**

Financial information is trusted, timely and consistently used to inform decision making across the organisation. Budget holders understand their financial position and are able to proactively manage resources. Forecasting is accurate, emerging risks are identified early, and leadership teams have clear visibility of current and future financial performance.

#### **Financial business partnering**

- Lead and develop a customer-focused finance business partnering service across the organisation.
- Develop strong relationships with Directors, Assistant Directors and Managers to improve financial awareness and accountability.
- Provide financial modelling and scenario analysis to support decision making and contribute to business cases.
- Embed Value for Money, identifying opportunities for efficiencies, cost savings and service improvement.
- Deliver meaningful financial and operational performance information in a format that works for budget holders and continues to evolve.

#### **What does success look like?**

Finance is viewed as a trusted advisor, not just a reporting function. Managers actively seek financial input for decisions and demonstrate strong ownership of their budgets. Business partnering adds measurable value by supporting improved financial outcomes, stronger decision making and better resource allocation.

### **Statutory and regulatory compliance**

- Ensure compliance with financial regulations, standards, policies and procedures.
- Overall responsibility for returns to the Regulator of Social Housing, including co-ordinating contributions from others.
- Prepare statutory accounts and ensure supporting documentation prepared for the external audit.
- Ensure compliance with taxation requirements including VAT, corporation tax and other statutory obligations.

#### **What does success look like?**

All financial reporting obligations are delivered accurately and on time. Audit findings are minimal, regulatory submissions are completed without issue, and there is confidence from internal and external stakeholders in the quality and integrity of financial information.

### **Governance, risk and financial management**

- Support the development and monitoring of financial governance arrangements.
- Contribute to organisational risk management processes.
- Ensure compliance with financial regulations, standing orders and delegated authority frameworks.
- Support the development and monitoring of KPIs and financial metrics.
- Undertake benchmarking and analysis to support continuous improvement.
- Maintain robust financial controls across all areas of responsibility.
- Ensure the team's contributions to the Asset & Liability register are accurate.
- Involvement in internal audit process and implementation of recommendations.

#### **What does success look like?**

Financial risks are effectively managed, governance arrangements operate as intended and there is strong assurance over financial management. Strong systems of financial control are embedded.

### **Treasury and investment management**

- Oversee the preparation of cash flow forecasts, facility draw downs and interest payments.
- Monitor compliance with lender covenants and internal Golden Rules. Ensure lender reporting requirements are fulfilled.
- Oversee treasury performance reporting.
- Monitor investment performance and ensure surplus funds are invested appropriately.
- Ensure implementation of the treasury management policy and treasury strategy.
- Support refinancing exercises when required.

#### **What does success look like?**

The organisation maintains strong liquidity and fulfils all lender obligations. Cash flow forecasting is accurate, treasury risks are proactively managed, covenant compliance is maintained and investment decisions support financial resilience and value for money. The Treasury Strategy will be delivered.

### **Rent and service charge setting**

- Oversee the annual rent and service charge setting process.
- Ensure rents and service charges are calculated in accordance with regulatory and legislative requirements.
- Develop robust service charge models and methodologies.
- Ensure service charge budgets are accurate, transparent and fully supported.
- Work closely with operational teams to understand service delivery costs and cost recovery arrangements.

#### **What does success look like?**

Rent and service charge setting is accurate and fully compliant with the relevant standards. Customers receive fair and transparent charges, cost recovery is maximised where appropriate, and the organisation has confidence in the quality and robustness of its charging framework.

### **Leadership and people management**

- Lead, develop and motivate the Financial Performance team.
- Promote a culture of continuous learning, accountability and customer focus.
- Manage team performance, objectives and professional development.
- Embed the organisational values.

#### **What does success look like?**

A motivated, high performing team that are engaged and working towards clear and stretching goals. Service standards are consistently high, and finance is seen as a key contributor to organisational success

### **General**

- To comply with Broadacres policies, procedures and code of conduct.
- To ensure all work undertaken and services provided are in compliance with the data protection legislation.
- Comply at all times with all organisational policies and relevant legislation including Data Protection, Equality & Diversity, Health & Safety and Financial regulations.
- To carry out any other duties consistent with the level of responsibilities of the post as may from time to time be required.
- Embrace BHA's sustainability ambitions to support Broadacres to be an environmentally friendly organisation
- Promote and demonstrate commitment to equality, inclusion and diversity ensuring BHA develops and promotes positive practices in all its customer activities.
- Embrace and promote the corporate plan, mission, vision, values and conduct of the association.

#### **What does success look like?**



An effective visible manager. The role holder fully embraces the corporate strategy and values, regularly communicates Broadacres' performance and progress with teams, ensures that operational processes and practices are complied with and inspires colleagues to deliver great customer experience.

## Financial Planning Manager

### Person specification:

| Job Requirements | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                                                                                                                                                                      | Method of Identifying Criteria                                                                               |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Experience       | <ul style="list-style-type: none"> <li>• Significant experience of management accounting, budgeting, forecast and financial reporting.</li> <li>• Experience of leading a finance business partnering function and supporting managers in financial decision making.</li> <li>• Significant experience of interpreting financial data and presenting findings to non-finance audiences.</li> <li>• Experience of managing, motivating and developing teams.</li> <li>• Demonstrable experience of supporting year-end financial reporting and external audit processes.</li> </ul>                                                                  | <p>Experience of social housing/not for profit sector.</p> <p>Experience of regulatory reporting.</p> <p>Experience of financial planning and treasury management.</p> <p>Experience of rent and service charge setting.</p> <p>Experience of financial system implementation or upgrades.</p> | <p>Application form.</p> <p>Interview (may include presentation or occupational test where appropriate).</p> |
| Skills           | <ul style="list-style-type: none"> <li>• <b>Excellent financial analysis skills</b> being able to analyse and interpret data from multiple sources to derive results, conclusions and recommendations.</li> <li>• <b>Problem analysis</b> - able to analyse problems, assess solutions and reach sound decisions.</li> <li>• Excellent written and verbal communication skills.</li> <li>• <b>Relationship building</b> - Ability to form successful professional relationships with customers, external organisations and colleagues.</li> <li>• Ability to provide constructive challenge and influence decision making at all levels.</li> </ul> |                                                                                                                                                                                                                                                                                                | <p>Application form.</p> <p>Interview (may include presentation or occupational test where appropriate).</p> |

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|                      | <ul style="list-style-type: none"> <li>• <b>Well developed organisational skills</b> – able to successfully manage competing priorities/projects and work to tight deadlines</li> <li>• <b>Great people management skills</b> - able to motivate, organise and lead colleagues.</li> <li>• <b>A strong manager</b> who can motivate a team to deliver great results</li> <li>• <b>Attention to detail</b> with a meticulous approach to tasks, ensuring there is accuracy in work and nothing is overlooked.</li> <li>• Delivers high performance by meeting agreed targets, standards and deadlines, staying focused and accountable in a performance-driven environment.</li> <li>•</li> </ul> |                                                                                                                                                                                                                             |                                                                                                              |
| Knowledge            | <ul style="list-style-type: none"> <li>• Detailed knowledge of management accounting principles and best practice.</li> <li>• Strong understanding of budgeting and forecasting.</li> <li>• Knowledge of financial governance, internal controls and risk management practices.</li> <li>• Understanding of accounting standards and financial reporting requirements.</li> <li>• Knowledge of value for money principles.</li> <li>• Knowledge of financial analysis techniques and financial modelling methodologies.</li> <li>• Understanding of audit requirements and assurance processes.</li> <li>• Strong practical working knowledge of Excel.</li> </ul>                               | <p>Financial modelling skills.</p> <p>Data visualisation.</p> <p>Knowledge of the regulatory framework governing housing associations.</p> <p>Treasury management principles.</p> <p>Rent and service charge standards.</p> | <p>Application form.</p> <p>Interview (may include presentation or occupational test where appropriate).</p> |
| Special requirements | <ul style="list-style-type: none"> <li>• Role holders will work flexibly, balancing home working with regular presence across Broadacres' portfolio, typically 2 days per week in the office. Maintaining strong leadership visibility and an accessible leadership presence is a key requirement of the role.</li> <li>• Willing and able to work outside normal office hours.</li> </ul>                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                             | <p>Application form.</p> <p>Interview (may include presentation or occupational test where appropriate).</p> |

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|                | <ul style="list-style-type: none"> <li>• Current driving licence.</li> </ul>                                    |  | test where appropriate).                                                          |
| Qualifications | <ul style="list-style-type: none"> <li>• Professional accounting qualification such as ICAEW, CIPFA.</li> </ul> |  | Application form / Evidence through professional qualifications and certificates. |