

Job Description

Job title	Commercial Business Specialist - CAPEX
Profession	Finance
Band	E
Directorate	CCO (Customer)
Accountable to	Senior Commercial Business Partner

Job Purpose:

The role will act as Property Services subject matter expert for CAPEX, providing commercial insight, analytical support and assurance to ensure capital investment is well-planned, accurately recorded and aligned with regulatory, financial and operational requirements. Lead the understanding and management of CAPEX spend through the design, development, and implementation of SNG's system-led CAPEX management capability.

Working closely in partnership with locality teams, compliance leads, IT and Finance, the role will create and embed a long-term organisational CAPEX management that strengthens financial governance, improves data accuracy, and leads the delivery of sustained operational efficiencies across all capital workstreams. This will lead to better value for money in the spend on CAPEX.

The role will in addition to the above design and configure new CAPEX automation tools, develop the supporting governance framework, and ensure the successful transition from manual processes to a scalable, system-driven model. This includes building the processes, documentation, controls, and system logic that underpin SNG's tangible asset management and support compliance with FRS 102 Section 17 and the Housing SORP.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Senior Commercial Business Partner, this role is expected to use own initiative and judgement with over-arching direction provided from the Property Services leadership team to ensure achievement of the customer, operational and financial goals in the CAPEX space, whilst maximising regulatory, legislative and industry best practice.

Key Accountabilities:

Commercial Business Support and Insight

- Function as the organisation's lead point of contact for all CAPEX-related queries.
- Support monthly analysis of CAPEX performance, including job costing, average unit costs, value for money and variance analysis.

- Assist in the annual budget and quarterly forecasting process for capital workstreams, collaborating with operational leads.
- Provide detailed commercial insight at month-end, ensuring movements against budget and forecast are understood and addressed.
- Conduct benchmarking against other housing associations and external sectors to inform strategic decision-making and drive continuous improvement.
- Ensure completeness and accuracy of work-in-progress and capital expenditure records.

CAPEX Costing, Analysis, Action Forming, Financial Controls and Systems Management

- Coordinate and oversee installation and labour costing for tangible asset upgrades, ensuring accurate allocation of staff and contractor time to capital budgets.
- Maintain records supporting depreciation, component accounting and disclosures under FRS 102 Section 17 and the Housing SORP.
- Work with Property Services and Asset Management teams to ensure accurate job costing, works order creation and asset upgrade planning.
- Review payment applications for outsourced works, ensuring costs align with pricing schedules and are capitalised appropriately.
- Analyse job completions by tenure, identifying non-CAPEX spend, OPEX risks and areas requiring corrective action.
- Progress CAPEX jobs to financial completion, ensuring accurate component depreciation and alignment with policy.
- Ensure completeness and accuracy of work-in-progress and capital expenditure records.
- Recommend and drive actions that lead to more efficient use of CAPEX spend and ensuring Value for Money in total CAPEX spend.

CAPEX System Development and Automation (Asset Creation)

- Lead the design, configuration and build of SNG's automated CAPEX management system, creating a long-term organisational asset.
- Translate business requirements into system specifications, workflows, validation rules, and configuration logic.
- Collaborate with IT and Finance teams to develop, test and deploy new CAPEX automation modules, ensuring technical feasibility and multi-year business benefit.
- Develop and maintain technical documentation, configuration scripts, process maps, and user guides that form part of the capital asset.
- Ensure the system aligns with corporate governance, audit requirements, financial controls and SNG's asset management strategy.
- Facilitate workshops, training, and change-management activities to embed the new system across property services.
- Continuously review and optimise the end-to-end CAPEX process, identifying further automation opportunities and leading enhancements.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Understanding of accounting standards for capitalisation of development costs (FRS 102 Section 17).
- Strong excel skills - good understanding and management of risk, financial planning, modelling.
- Ability to analyse and combine business information, both financial and non-financial, and formulate metrics that drive improvements.
- Strategic thinker, commercial acumen, and values driven.
- Experience in communicating responsibilities to data users and assuring the proper use of data.
- Track record of success and collaborating with others in a similar role.
- Ability to review and manipulate large data sets.
- Excellent communication and interpersonal skills.
- Proficient use of Microsoft office suite with intermediate or advanced Excel skills.
- Energetic and engaging with a positive 'can-do' attitude; a problem solver.

Desirable

- Experience of the Social Housing Sector.
- Excellent demonstratable knowledge of process and performance improvement in a social housing environment.
- Evidence of excellent customer service achievements in a complex delivery environment.
- Experience in repairs and finance systems such as Uniclass/URM or Workday.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	5048	Toby Wernham	12/01/2026	02/2026
2.0				