Job Description

Job title	Head of Investment and Development Reporting
Profession	Finance
Band	C
Directorate	CFO (Finance)
Accountable to	Assistant Director - Finance Development

Job Purpose:

The role will lead financial planning, forecasting, management reporting, performance analysis and finance data improvement across the Investment and Development Directorate. Provide timely, accurate and forward-looking insight across development, regeneration, sales, and grant activity, enabling senior stakeholders to understand performance, identify risks and opportunities and take informed action.

The role will establish a centre of excellence for Investment and Development reporting, combining strong management accounting disciplines with detailed knowledge of development programmes, scheme economics, cash flow and operational drivers. Ensure that financial reporting, scheme appraisals, budgets, forecasts and SNG's business plan are aligned and supported by consistent, trusted data.

Financial responsibility: No Financial Responsibility

People responsibility: 3 Direct reports

Autonomy:

Within the direction set by the Assistant Director - Finance Development, the role has autonomy to design and operate the Directorate's reporting and forecasting processes, prioritise analytical work, allocate team resources and recommend improvements. Expected to challenge information and assumptions, resolve data and control issues, and escalate material performance or financial risks promptly.

Key Accountabilities:

<u>Management Accounting and Financial Control</u>

- Lead the Investment and Development month-end process, coordinating with Investment and Development Finance colleagues and central Finance teams to ensure transactions, accruals, commitments, forecasts and commentary are complete, accurate and delivered to timetable.
- Ensure reporting for development and sales activity is consistent with the general ledger, development systems, approved appraisals and operational records, investigating and resolving material differences.
- Maintain appropriate controls over development work in progress, capitalisation, scheme coding, grant, sales receipts, commitments, accruals, abortive expenditure, impairment indicators and scheme closure.
- Support the accuracy and completeness of information required for statutory accounts, audit, regulatory returns, tax reporting and other assurance activity, maintaining clear evidence and audit trails.

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- Work with the Assistant Director - Group Financial Reporting and Control and relevant specialist teams to ensure accounting treatment, chart of accounts and reporting structures remain fit for purpose for Investment and Development activity.
- Establish clear ownership, timetables, reconciliations and review controls across the reporting cycle, addressing recurring issues at source.

Reporting Analysis

- Lead the production of accurate, timely and insightful monthly, quarterly and annual management reporting for the Investment and Development Directorate.
- Provide integrated analysis across income and expenditure, balance sheet, cash flow and non-financial drivers, ensuring reporting explains both financial outcomes and the operational causes of performance.
- Develop concise performance packs for the Assistant Director - Finance Development, Investment and Development Finance Director, Development Directors and relevant governance forums.
- Analyse performance against budget, forecast, approved appraisal and prior period, identifying trends, material movements, risks, opportunities and required management action.
- Provide forward-looking insight into programme delivery, spend, starts, completions, handovers, sales, grant, margins, cash requirements, peak debt and investment returns.
- Create clear reporting of scheme and programme movements, distinguishing timing differences, scope change, market impacts, delivery performance and changes to investment assumptions.
- Coordinate responses to ad hoc information requests without weakening the quality or timeliness of core reporting.

Budgeting, Forecasting and Business Planning

- Lead the annual budget and periodic forecast processes for development, regeneration and sales activity, setting clear assumptions, timetables, templates, review points and accountabilities.
- Develop rolling forecasts that provide timely visibility of programme cash flow, expenditure, income, completions, sales, grant, resource requirements and material risks and opportunities.
- Ensure forecast movements are supported by clear evidence and management ownership, with appropriate reconciliation to approved programme, scheme appraisals and prior submissions.
- Work with Group Business Planning and Treasury to provide robust baseline models, data, assumptions and scenario analysis for SNG's long-term business plan, liquidity planning and stress testing.
- Coordinate sensitivity analysis on key development assumptions, including cost inflation, interest, sales values and timing, grant, rents, delivery slippage and changes in programme or tenure mix.
- Maintain a clear forecast calendar and decision log so that significant changes, judgements and dependencies are transparent and reproducible.

Development Programme and Scheme Analytics

- Lead analysis of development and regeneration performance from acquisition and approval through delivery, sales, completion and scheme closure.
- Monitor schemes against approved financial baselines and return measures, including residual land value, profit margin, ROCE, IRR, NPV, cash flow and peak debt where applicable.

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- Analyse programme delivery and commercial drivers such as unit numbers, tenure, milestones, contractor performance, cost movements, sales rates, sales values, grant and handover timing.
- Support timely post-completion and post-investment reviews, identifying recurring themes and translating lessons into improved forecasts, appraisal assumptions and reporting controls.
- Provide financial analysis to support decisions on programme rephasing, tenure change, remedial action, exit options and other interventions, under the direction of the Assistant Director - Finance Development.
- Ensure financial and operational key performance indicators (KPIs) are clearly defined, consistently calculated and understood by stakeholders.

Finance Data Quality and System Development

- Be accountable for the quality, consistency and accessibility of financial reporting data used by the Investment and Development Finance team.
- Develop data quality measures and exception reporting that identify incomplete, inconsistent or stale information and drive timely resolution with named owners.
- Work with BI and Data Insights and system owners to strengthen links between the general ledger, Optimix, Sequel, sales, project and operational systems.
- Support the development of Power BI dashboards and other automated reporting solutions, ensuring outputs are controlled, reconciled, documented and designed around user needs.
- Maintain controlled reporting models, definitions, data dictionaries and process documentation so that outputs are repeatable and resilient.
- Identify opportunities to eliminate non-value-added activity, standardise processes and improve the timeliness, clarity and efficiency of reporting and analysis.

Leadership

- Manage the Financial Analyst team with a focus on articulating a clear vision, providing direction, and fostering a culture of accountability, high performance, and continuous improvement.
- Allocate resources efficiently and effectively within the team, managing workload and priorities.
- Ensure oversight of relevant systems, processes, policies, and resources to ensure that the Financial Analyst team provide professional, reliable, and responsive services to the business.
- Implement SNG's corporate plan and objectives within it.
- Promote equality, diversity, and inclusion efforts to ensure an inclusive and supportive work environment in line with SNG's policies and procedures.
- Encourage and support employee wellbeing, engagement, development and mentorship and my performance objectives.
- Take ownership of people related matters and work with the relevant support teams.
- Build the team's understanding of development economics, appraisal, accounting, systems and operational delivery, supporting relevant professional development.
- Develop effective relationships with Development Directors, project and delivery teams, Sales, Strategic Asset Management, Treasury, Business Planning, Financial Control, Tax, BI and Data Insights and other Finance colleagues.
- Promote a customer-focused service while maintaining professional independence, control and constructive challenge.

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- Contribute to the wider Investment and Development Finance leadership team and Finance improvement priorities.

General

- Role model SNG's values and leadership behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Proactively promote the Everyone Safe and Well vision and principles, guiding by example to create a positive environment where health, safety and wellbeing are integral values for all colleagues.
- 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, Skills and Experience:

Essential

- Professionally qualified accountant: ACA, ACCA, ACMA/CIMA, CIPFA or equivalent.
- Significant experience of management accounting, budgeting, forecasting and performance reporting in a complex organisation.
- Strong understanding of development, property, housing, construction, infrastructure or another capital programme environment, including scheme-level cash flow and performance drivers.
- Advanced analytical and financial modelling capability, with the ability to interrogate complex data, test assumptions and turn findings into concise, actionable insight.
- Experience of leading and developing a team, managing competing deadlines and maintaining quality through clear review and control arrangements.
- Strong systems awareness and practical experience of improving data quality, automating reporting and using business intelligence tools.
- Ability to communicate complex financial information clearly to finance and non-finance stakeholders and to provide constructive challenge at senior level.
- Sound knowledge of financial control, accounting standards, audit evidence and the interfaces between management reporting, statutory reporting and business planning.

Desirable

- Experience in the social housing sector, including development, regeneration, affordable housing, grant and sales reporting.
- Knowledge of development appraisal and measures such as residual land value, profit margin, ROCE, IRR, NPV and peak debt.
- Practical experience of Power BI and advanced Excel, together with Optimix, Sequel or comparable development systems.
- Experience of housing association business planning, treasury cash flow requirements, joint ventures or external funding reporting.
- Track record of delivering process, systems and data improvements that increase reporting quality and reduce manual effort.

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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	5183	Ian Pitts	27/09/2026	10/2026

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