Job Description

Job title	Finance Analyst – Development
Profession	Finance
Band	D
Directorate	CFO (Finance)
Accountable to	Head of Investment and Development Reporting

Job Purpose:

The role will provide high-quality financial analysis, management reporting, forecasting and decision support for Sovereign Network Group's development, regeneration and sales activities. Work with Development colleagues and Strategic Finance Business Partners to provide timely, accurate and forward-looking information at scheme, programme and cost-centre level, enabling effective control and informed decisions.

The role will support the Head of Investment and Development Reporting in delivering a consistent reporting and planning service. The role will combine strong management accounting and analytical disciplines with an understanding of development appraisals, programme delivery, grant, sales, cash flow and investment performance. Maintain trusted financial data, investigate performance movements and translate detailed information into clear insight for finance and non-finance stakeholders. Also contribute to improving development finance systems, controls, dashboards and reporting processes.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Head of Investment and Development Reporting, the role will self-manage workload while coordinating with other Finance Analysts. Expected to investigate issues, challenge incomplete or inconsistent information, recommend corrective action and escalate material risks or judgements appropriately.

Key Accountabilities:

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

- Deliver accurate, timely and insightful monthly management reporting for allocated development programmes, schemes and cost centres, including variance analysis, commentary and identification of required management action.
- Support the Investment and Development month-end process by preparing and reviewing journals, accruals, commitments, reconciliations, reforecasts and supporting schedules in accordance with agreed timetables and controls.
- Reconcile information between the general ledger, development appraisal and project systems, sales records and operational data, investigating and resolving differences with relevant colleagues.

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- Maintain effective financial control over scheme coding, development work in progress, capitalisation, commitments, accruals, grant, sales receipts, abortive expenditure, impairment indicators and scheme closure within the scope of the role.
- Provide reliable information and audit trails to support statutory accounts, external and internal audit, regulatory returns, tax reporting, year-end and other assurance requirements.
- Act as a key point of contact for Development colleagues on management accounting and reporting matters, providing clear guidance while escalating complex accounting or control issues.

Budgeting, Forecasting and Business Planning

- Support the annual budget and periodic forecast processes for allocated development programmes, schemes and cost centres, working with budget holders and project teams to obtain and challenge assumptions.
- Prepare scheme and programme cashflow, expenditure, income, grant, sales and delivery forecasts, ensuring changes are supported by evidence and reconciled to approved appraisals, prior forecasts and operational plans.
- Identify and quantify emerging risks and opportunities, including delivery slippage, cost changes, sales timing and values, grant movements, programme changes and potential abortive expenditure.
- Provide accurate data, analysis and scenario information to support the long-term business plan, Treasury cash-flow planning, liquidity assessment and stress testing.
- Maintain clear records of significant forecast changes, assumptions, judgements, dependencies and agreed management actions.

Data, Systems and Continuous Improvement

- Maintain the quality and completeness of data used in development finance reporting, using exception reports and reconciliations to identify incomplete, inconsistent or outdated information.
- Use and develop reporting tools including Excel, Power BI, ProVal, Sequel, LandVal and successor systems, subject to role requirements and appropriate system access.
- Support the development of controlled dashboards, automated reports and standard analytical models that improve the timeliness, consistency and accessibility of management information.
- Document key processes, model assumptions, reconciliations and reporting definitions so that outputs are repeatable, transparent and resilient.
- Identify and implement practical opportunities to simplify processes, reduce manual activity, strengthen controls and improve stakeholder experience.

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.

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- 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 postgraduate accounting qualification.
- Strong experience of management accounting, performance reporting, budgeting, forecasting and financial analysis in a complex organisation.
- Knowledge of development appraisal and investment measures such as residual land value, profit margin, ROCE, IRR, NPV and peak debt.
- Previous experience in the real estate, development, construction, infrastructure or social housing sector, with an understanding of capital programmes and scheme-level financial drivers.
- Strong, clear working knowledge of the processes and controls supporting management accounts, forecasts, budgets, year-end and audit.
- Advanced analytical and spreadsheet skills, with the ability to work accurately with complex datasets, reconcile information, test assumptions and identify material issues.
- Ability to produce clear written commentary, financial models and presentations and to explain financial concepts to non-finance stakeholders.
- Strong stakeholder-management and business-partnering skills, with the confidence to question information constructively and follow issues through to resolution.
- Ability to organise competing priorities, meet demanding deadlines and work both independently and collaboratively.

Desirable

- Experience of affordable housing development, regeneration, grant-funded programmes, sales activity or joint ventures.
- Practical experience of Power BI and advanced Excel, together with Optimix, Sequel or comparable development and property systems.
- Experience of improving reporting processes, data quality, financial controls or management-information automation.
- Understanding of housing association business planning, Treasury cash-flow requirements and relevant accounting considerations for development activity.

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	5185	Ian Pitts	27/09/2026	10/2026

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