Job Description

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

Job Purpose:

The role will provide senior financial and commercial leadership for Sovereign Network Group's development activity, including wholly owned development, regeneration, land and stock acquisitions, sales activity, and strategic partnerships. Act as the principal finance partner to the Development leadership team and provide timely, independent and commercially astute advice that supports delivery of SNG's growth ambitions while protecting financial capacity, managing risk and securing value for money.

The role will lead the Development Finance function, bringing together financial appraisal, deal evaluation, investment governance, business planning, forecasting, performance management, grant oversight, financial control and management reporting. It will ensure clear alignment between scheme-level decisions, programme performance, SNG's business plan, funding capacity and risk appetite.

As the senior deputy to the Investment and Development Finance Director for development matters, the postholder will build trusted relationships with Development Directors, Executive colleagues and governance bodies, translating complex financial information into clear recommendations and ensuring that decisions are supported by robust evidence, appropriate challenge and transparent assessment of risk and return.

Financial responsibility: No Financial Responsibility

People responsibility: 4 Direct reports and 3 indirect reports

Autonomy:

Within the broad direction set by the Investment and Development Finance Director, the role has a high level of autonomy to determine how Development Finance services are delivered, how resources are prioritised and how financial advice and challenge are provided. Expected to make authoritative recommendations, escalate material risks, represent Finance at senior forums and deputise for the Investment and Development Finance Director when required.

Key Accountabilities:

<u>Business Partnering and Commercial Advice</u>

- Lead business partnering for all development activity, providing commercial and financial advice on wholly owned, regeneration, land and stock acquisitions, sales, and strategic partnerships.
- Act as a trusted adviser to Development Directors and senior stakeholders, providing constructive challenge and ensuring that financial implications, funding requirements, risks, opportunities and trade-offs are understood before commitments are made.
- Lead and supervise financial modelling and deal evaluation, ensuring proposals are supported by robust assumptions, appropriate sensitivity and scenario analysis, and clear consideration of alternative structures and exit strategies.

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- Provide concise insight briefings and recommendations for the Executive, Board and relevant committees, focusing on deal structure, tax implications, key risks and mitigations, cash requirements and return measures including residual land value, profit margin, peak debt, ROCE, IRR, NPV and other approved investment metrics.
- Support commercial negotiations with developers, contractors, local authorities, joint venture partners, funders and advisers, safeguarding SNG's interests and ensuring that decisions remain aligned with approved parameters.
- Oversee financial due diligence on development partners and counterparties, including assessment of financial strength, delivery capability and exposure before SNG enters or materially changes a contractual commitment.

Development Appraisal and Investment Governance

- Own the financial standards and control framework for development appraisal, ensuring consistent application across tenures, delivery routes and investment types.
- Ensure all investment proposals are complete, evidence based and compliant with SNG's investment criteria, delegated authorities, financial regulations, accounting policies and risk appetite before submission for approval.
- Oversee the ongoing review of appraisal assumptions and parameters, including inflation, interest, sales, rent, grant, cost, programme and return assumptions, with a formal refresh at least annually and more frequently where market conditions require.
- Ensure approved appraisals establish a clear financial baseline against which delivery, forecast movements, returns and benefits can be monitored throughout the scheme lifecycle.
- Provide independent finance challenge at development and investment governance forums, clearly distinguishing between controllable delivery issues, market movements, changes in scope and strategic choices.
- Lead financial input to post-completion and post-investment reviews, ensuring lessons are translated into future assumptions, controls, procurement decisions and investment recommendations.

Financial Planning, Forecasting and Performance

- Provide leadership and oversight of development and sales inputs to SNG's annual budget, rolling forecasts and long-term business plan, ensuring ownership by the Development leadership team and alignment with approved programme and funding assumptions.
- Ensure comprehensive, timely and reliable reporting of development financial performance, including income and expenditure, balance sheet, cash flow, commitments, grant, sales, impairment indicators, programme outputs and non-financial drivers.
- Oversee forward-looking analysis of risks and opportunities, including delivery slippage, cost inflation, sales exposure, grant timing, contractor failure, abortive expenditure and changes in tenure or programme mix.
- Work closely with Treasury, Business Planning, Financial Control and Tax colleagues to ensure development forecasts are reflected accurately in liquidity, covenant, security, funding, tax and statutory reporting considerations.
- Ensure performance reporting provides clear explanations of movements from approved business cases, budgets and forecasts, with agreed actions, owners and timescales where corrective action is required.

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- Maintain oversight of cash flow and commitments so that projects remain within approved limits and potential abortive exposure is identified, controlled and minimised.

Grant and External Requirements

- Oversee and contribute to bids for Homes England and other capital funding, ensuring assumptions, approvals, controls and financial implications are robust throughout the bid process.
- Ensure grant allocations, claims, receipts and recycling obligations are accurately recorded, monitored and reported, with compliance against funding conditions and timely escalation of recovery or delivery risk.
- Provide or coordinate reliable financial information to external partners, funders, auditors and advisers, maintaining transparency and compliance with contractual, regulatory and accounting requirements.
- Represent Finance on appropriate joint venture, subsidiary or partnership forums when delegated, providing informed challenge and acting in SNG's best interests.

Financial Control, Systems and Continuous Improvement

- Ensure effective controls are maintained over development accounting, commitments, accruals, capitalisation, grant, sales, work in progress, impairment indicators and scheme closure, working with central Finance teams to resolve issues promptly.
- Ensure the accuracy and completeness of information supplied for management accounts, statutory accounts, regulatory returns, tax reporting and audit requirements, in accordance with relevant accounting standards and SNG policy.
- Provide senior oversight of development finance systems, appraisal models and reporting tools, including Optimix, Sequel, Power BI and successor systems, ensuring they remain controlled, integrated and fit for purpose.
- Sponsor improvements that simplify processes, strengthen data quality, eliminate non-value-added activity and increase the automation, timeliness and accessibility of financial insight.
- Ensure financial policies, procedures, model guidance and control documentation for development activity are current, clearly communicated, consistently applied and periodically tested.

Leadership

- Manage the Development Finance 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 Development Finance 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.

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- Lead, coach and develop the Head of Finance - Investment and Development Reporting and wider team, setting clear objectives, allocating resources effectively and ensuring appropriate succession, resilience and professional development.
- Contribute as a visible and collegiate member of the Finance leadership community and the Investment and Development senior leadership team, balancing directorate priorities with SNG-wide financial stewardship.
- Act as deputy to the Investment and Development Finance Director at appropriate meetings and governance forums, maintaining clear accountability and escalation arrangements.

General

- Role model SNG's values and leadership behaviours, fostering trust, transparency, inclusion and employee wellbeing.
- Proactively promote the Everyone Safe and Well vision and principles, creating an environment where health, safety and wellbeing are integral to decision making and delivery.
- Maintain professional knowledge and complete all core and mandatory learning requirements.
- Undertake any other duties that may reasonably be required in line with the level of responsibility of the post and the changing needs of SNG.

Knowledge, Skills and Experience:

Essential

- Professionally qualified accountant: ACA, ACCA, ACMA/CIMA, CIPFA or equivalent.
- Significant senior finance leadership and business partnering experience within development, housing, property, real estate, infrastructure or another capital-intensive environment.
- Strong proficiency in building, reviewing and interpreting financial models used to assess feasibility, profitability, funding, cash flow and risk across complex development and investment proposals.
- Demonstrable expertise in development appraisal, investment governance, budgeting, forecasting and programme performance management.
- Strong commercial judgement and the ability to identify, assess and mitigate financial risks over both short- and long-term horizons.
- Detailed understanding of relevant accounting, control and governance requirements and the ability to work effectively with Treasury, Tax, Financial Control and Business Planning specialists.
- Proven ability to influence Directors, Executive colleagues and governance bodies, communicating complex financial matters clearly and recommending practical courses of action.
- Demonstrable ability to lead and develop a specialist finance team, manage competing priorities and maintain high standards of service and control.

Desirable

- Experience in the social housing sector and knowledge of affordable housing development, grant funding and housing association business plans.
- Experience of joint ventures, subsidiaries, partnerships, regeneration, land acquisition, stock acquisition or divestment activity.

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- Knowledge of Optimix, Sequel, Power BI or comparable appraisal, development and reporting systems.
- Understanding of debt and equity structures, liquidity, covenants and the funding implications of development programmes.
- Experience of leading business, process, systems or cultural change and translating strategy into measurable operational improvement.
- Awareness of sustainability and decarbonisation considerations in property investment and development.

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	5184	Ian Pitts	27/09/2026	10/2026

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