

All about us

We're a not-for-profit organisation with a focus on providing quality homes at below-market rents for people who would otherwise struggle to afford them. We are both a landlord and a developer, with more than 60,000 existing homes and 8,000 more in our pipeline, and a well-established commercial business from which we reinvest surpluses to support the provision of below market-rent homes across the capital.

What's it all about

As a member of the Folio Project Team, you will play a key role in supporting the successful execution of finance due diligence activities of the Folio Project. This position focuses on coordinating tasks, managing timelines, and ensuring smooth communication between internal teams and external stakeholders.

How you'll make a difference

The Finance Project Executive is critical to the success of the project by ensuring that complex, multi-disciplinary processes run smoothly and on time. By acting as the central hub for communication, documentation, and task management, this role reduces risk, prevents delays, and enables informed decision-making. Their ability to keep stakeholders aligned and maintain data integrity directly contributes to the efficiency and accuracy of the due diligence process.

How you'll do it

- Serve as the central point of contact for financial due diligence inquiries
- Develop and maintain due diligence project timelines, and task trackers
- Coordinate deliverables across finance, legal, operations, and external advisors
- Maintain effective communication with internal/external stakeholders to address inquiries and ensure seamless information exchange.
- Coordinate deliverables across finance, legal, operations, and external advisors
- Prepare ad-hoc financial and operational reports for both internal and external
- Ensure adherence to confidentiality and compliance protocols throughout the process.

Flag potential issues or delays to project leads promptly, stakeholders, ensuring accuracy and clarity.

- Perform any other project-related duties as required, contributing to the overall success and delivery of project objectives.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail.

Essential knowledge, experience and skills including qualifications and professional membership

- Hold a recognized project management certificate desirable but not essential
- Comprehensive knowledge of financial reporting and statement analysis
- Experience with Due Diligence activities, specially on the disposal side
- Experience working within the PRS space in the Private Sector, as well as financial reporting industry standards
- Strong communication and interpersonal skills for diverse audience engagement; work collaboratively with internal and external stakeholders
- Proficiency in Excel;
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour