

Financial Reporting Director

Finance Directorate

Overview	
Role Purpose	Drive added value in financial performance, overseeing the control environment, financial statements, tax and systems. Act as a trusted adviser across finance, servicing the Audit and Risk Committee (ARC) for the Group and supporting the Chief Financial Officer (CFO).
Responsible for	<ul style="list-style-type: none"> • Maintenance of Notting Hill Genesis' (NHG), the Group, financial control environment • Preparation of the Group and its subsidiaries financial statements as well as external reporting • External audit lead • Internal audit programme and liaison lead • Tax affairs of the Group and its subsidiaries • Sustainability/ESG accounting and reporting lead • Operation and development of finance systems • Non-property fixed assets • Senior lead for project management across finance
Reports to	CFO
Line management	Head of Financial Accounting, Head of Finance Systems, Tax Manager, Project Manager
Tier	Tier 3
Expectation Level	Business Director
Role relationships	
Internal	Directs line management, collaboration with Finance Executive Group (FEG), Finance Leadership Team (FLT), Executive Board (EB) and NHG Board
External	External and internal auditors, tax and other professional advisers

Manager / leadership criteria	
Functions	<ul style="list-style-type: none"> • Provide strong, effective and collaborative customer-centric leadership • Ensure a strong controls environment operating and maintained • Oversee timely production of group financial statements • Own and drive the annual external audit plan and timetable to set timescales to ensure timely delivery of audited accounts to internal, and external stakeholders (including the regulator) • Lead on all technical accounting (IFRS, SORP etc) and tax (corporation tax, VAT, SDLT) matters ensuring best practice • Own and develop the Finance department IT strategy

	<ul style="list-style-type: none"> • Manage cross cutting projects maintaining oversight over changes to the control environment and potential impact on finance systems • Support all corporate tasks as required such as serving on joint venture Boards, leading on financial due diligence on acquisitions, act as signatory on the Group's bank accounts and such like • Follow relevant health and safety policies including yours and team(s) wellbeing • Provide ad-hoc support as required
Staff reports	Direct: 4
Budget size	TBC
Specific designated, regulatory compliance requirements	<ul style="list-style-type: none"> • Responsible for relevant compliance filings with regulatory bodies

Role accountabilities

Customer-centric leadership

- Provide strong and effective leadership to implement and manage agreed plans aligned with NHG's values to ensure the best possible results
- Report to the CFO (and EB/Board as needed) on all aspects of business activities within relevant remit (plans, budgets, outcomes, risks)
- Effectively promote collaborative approaches to engage reporting team(s) to work successfully to deliver high quality services with cost-effective outcomes
- Establish and maintain a culture of service improvement, supporting staff to deliver change projects to meet developing and evolving customer needs
- Provide relevant senior level advice and guidance as required
- Lead, manage and support your team in line with NHG's management behaviours to get the best out of your staff
- Represent NHG externally; develop and maintain NHG's reputation as appropriate and build effective relationships with relevant stakeholders
- Oversee the formulation and delivery of NHG's control environment, financial statements, tax and systems strategies and long-term plans
- Ensure you and your teams follow the financial regulations, policies and procedures at NHG
- Ensure that you and your teams follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others

Control environment

- Ensure that all transactions in relation to financial accounting, systems and interfaces are carried out correctly and on time so that the records disclose with reasonable accuracy, at any time, the financial position of each legal entity in the Group
- Ensure the chart of accounts meets the needs of the Group and staff across the Group understand how to use it, including ensuring appropriate training is carried out
- Responsible for monitoring all balance sheet reconciliations across the Group and its subsidiaries

Role accountabilities

Financial statements

- Oversee the production of the Group financial statements in conjunction with the senior finance team and ensure that audited financial statements can be delivered to the external auditors, ARC and the Boards in the timescales agreed with them
- To monitor and review the working papers schedule provided by the external auditors (“audit deliverables”) and ensure that all staff within the Finance department and other teams are aware of what is required of them and by when
- To ensure that recommendations made by the internal and external auditors are acted on within the timetables agreed

Financial accounting

- Lead on all technical accounting matters which may materially affect the Group’s financial statements
- Lead on responding to changes in the external financial reporting environment (e.g. accounting direction, SORP, IFRS) as and when necessary

Tax

- Develop and implement the Group’s taxation strategy
- Oversee the preparation and filing of the Group’s corporation tax returns
- Responsible for the preparation and filing of the Group VAT Returns
- Identify opportunities for VAT savings and to liaise with staff across the Group in delivering them
- Work with the Corporate Finance Director to ensure the Group has considered all tax implications of new developments
- Provide senior level advice to the business in relation to transactions, referring more complex issues to the Group’s tax advisors as necessary
- Manage the contract and maintain the relationship with the Group’s tax advisors

Systems

- Develop and implement the Finance department’s IT system strategy
- Ensure the accounting systems operate effectively, ensuring that system interfaces are maintained and system updates are installed as soon as practicable
- Manage the contract and relationship with the software suppliers ensuring that the Group stays abreast of system developments

Projects

- Responsible for the management of projects which span across the Finance department, maintaining oversight of the changes in the control environment and impact on finance systems
- Ensure that the project pipeline in the Finance department is aligned with the department’s overall strategy and business plan
- Ensure that the agreed projects deliver the benefits outlined in their business case in terms of efficiency improvements and value for money

Corporate tasks

- Serve on the Boards of JVs and other Boards as required
- Represent NHG’s interest in its commercial investments as relevant
- Lead on the financial due diligence of any new mergers or corporate acquisitions as required
- Support the CFO in addressing areas for improvement identified by credit rating agencies with the objective of improving the Group’s credit rating

Role accountabilities

- Share responsibility as a member of the Senior Leadership Team (SLT) and FEG for the viability of the Group by contributing to its overall management and policy making

General

- Act as a signatory on the Group's bank accounts
- Ensure compliance with internal control systems in all operational activities
- Ensure you follow the financial regulations, policies and procedures at NHG
- Ensure that you follow relevant health and safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Experience (executive)

Essential

- Track record of success in a leadership role; meeting challenging objectives and delivering business performance that exceeds expectations and targets
- Evidence of effective people leadership and management achievements in a diverse service delivery environment
- Evidence of achievements in diversity and inclusion
- Experience of building and managing effective relationships at a senior level including those with Boards, customers, partners and a range of stakeholders
- Evidence of excellent customer service achievements in a complex service delivery environment
- Experience of leading successful [change] programmes with employee, customer and stakeholder engagement, involvement and collaboration
- Evidence of delivering on innovative concepts, utilising future changes in

Desirable

- Experience of having led on a Finance operating model change

<p>policy to support flexibility in a responsive organisation</p> <ul style="list-style-type: none"> Evidence of commercial acumen with a track record of successful negotiation and successful partnerships where relevant 	
Professional expertise (know how & experience)'	
Essential	Desirable
<ul style="list-style-type: none"> Experience of working a senior finance position in a commercially focused organisation Experience of financial reporting and establishing framework of internal control Experience of planning and delivering solutions for business, including IT and non-IT based systems Experience of preparation through to signing of statutory financial statements including responsibility for significant complex organisations Experience of overseeing complex finance systems, implementing improvements where necessary Substantial post qualification accounting experience to a senior level Experience of establishing professional standards 	
Skills	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrable capability for strategic thinking Strong intellect with the ability to analyse complex data, review alternative solutions and reach speedy, well-formed conclusions Strong influencing and negotiating skills supported by personal credibility, integrity and professionalism Effective and confident interpersonal skills with the ability to engage with a 	

<p>range of audiences and work in genuine collaboration with others</p> <ul style="list-style-type: none"> Engaging customer-centric leadership style with the ability to inspire and engage with people and to personally communicate the values and priorities of the organisation Knowledge and experience of managing risk Clear understanding of the regulatory framework of accounting Advanced microsoft excel, word and powerpoint skills 	<ul style="list-style-type: none"> Visio
Qualifications and/or professional membership	
Essential	Desirable
CCAB recognised accounting qualification and relevant first degree or MBA (or equivalent)	Chartered Tax Adviser (CTA)

NHG Expectations
<p>NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.</p> <p>This role is a Business Director expectation level and therefore you should refer to the Business Director expectation profile in addition to this role profile.</p> <p>The full NHG expectations framework is available on our external job site page and intranet, Milo.</p>

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.