Investment System Analyst

Finance

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| **Overview** | |
| **Role Purpose** | To maintain the systems to be used for the appraisal of the Group development schemes with the aim of enhancing the system performance.  Liaise with the Head of Appraisal, in the viability assessment of the development projects and to advise on the financial viability of such projects.  Provide support in the Building Safety management accounts |
| **Responsible for** | * Continuous enhancement of Pamwin reporting and performance * Support to the Development and Regeneration, Building Safety and Finance colleagues on Pamwin system administration and training * Support the Head of Appraisal in the continuous review of schemes viability * Support the Buildings Safety finance team during month end process |
| **Reports to** | Head of Appraisal |
| **Line management** | None |
| **Tier** | Tier 7 |
| **Expectation Level** | Colleague |
| **Role relationships** | |
| **Internal** | Development & Sales Team  Building Safety Team  Financial Planning and other Finance Colleagues  IT Team |
| **External** | Tax advisors  Auditors  Appraisal Software Providers |

| **Role accountabilities** |
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| **Appraisal System**   * Liaise with the system vendors and ICT staff on any technical issues, including system upgrades. * Carry out any appraisal and project management system housekeeping that may be required. * Ensure that users of the system are properly authorised and set up as agreed by the appropriate manager. * Provide Pamwin support to the Development and other Finance colleagues. * Maintain and update Pamwin conversion tables and liaise with other departments as required ensuring that interfaces are effective. * Act as the system administrator, ensuring users are properly authorised and set up as agreed by the appropriate manager and also ensure users are deleted from the system when they leave the company * Liaise with the internal IT colleagues to constantly improve the appraisal software deliverables and to enhance the system performance. * Oversee the interface of the Sun system with Pamwin to ensure all transactions are transferred between the two systems efficiently. * Support and provide internal training to users of Pamwin, and to liaise with the software provider for any external training where necessary.   **Project Management System Integrity**   * Contribute to month end duties in line with the Finance timetable. * Assist the Head of Appraisal in the scheme viability assessment and provide a view to the PAG, DSC or the Group Board on how the schemes meet the approved key performance indicators.   **Reporting**  Assist the Head of Appraisal in the preparation of the following, as amended from time to time, on a monthly basis for inclusion in the Group’s monthly results pack, project appraisals or in Board and Committee reports:   * A schedule of scheme approvals against commitment limits * A schedule of group investments in non-core activities measured against commitment limits. To include private sale and market rent activities of the group. * A schedule of current forecast development scheme net present values, compared to approved net present values * A schedule of development scheme approved first year deficits, measured against annual amounts made available by the Board * Development overhead capitalisation figures, including forecast for the year end. * Forecast start on site and completion dates for development schemes * A schedule of progress against grant targets set by the GLA * A schedule of development scheme costs compared to approved costs * A report of shared ownership sales over time, showing stock unsold * A schedule of group land bank expenditure measured against approved limits and showing the available capacity of the land bank * A schedule of Capital at Risk on individual projects measured against approved limits and showing the available capacity for future projects. * Forecasts of future land bank and capital at risk levels over the next five years based on expected future development activity * A cash flow forecast of expenditure on new development for the next two financial years * To provide commentary on the above report   **General**   * 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. |
| 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.

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| **Personal Specification** | |
| **Professional expertise (know how & experience)***’* | |
| **Essential** | **Desirable** |
| * Experience of financial appraisal and reporting * Previous experience of using project monitoring software (Pamwin) * Ability to analyse and explain complex financial models * Ability to work independently * Experience of accounting and financial reporting | * Experience of data analysis using SQL |
| **Skills** | |
| **Essential** | **Desirable** |
| * Demonstrate interpersonal, influencing and communication skills with the ability to liaise with a variety of stakeholders * Effective IT skills including intermediate MS Office Outlook, Word, PowerPoint, advanced level of experience in Microsoft Excel and SQL * Ability to prioritise workload within a pressurised environment and meet required deadlines * High level of numeracy | * Knowledge of VBA |
| **Qualifications and/or professional membership** | |
| **Essential** | **Desirable** |
| * Actively working towards a CCAB recognised accounting body (Later stages or finalist) |  |

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

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