

## Finance

### 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

You will provide support across the Finance Team; responsible for devising clear project plans, ensuring timely execution of cyclical activities and maintaining team alignment. A key aspect of your role will be enhancing and co-ordinating communication within the team and to business stakeholders.

### How you'll make a difference

As an integral member of the Finance team, you will help deliver a customer centric ethos and continuous improvement culture within our Finance team, ensuring all finance services deliver the best outcomes for our residents

### How you'll do it

- Develop and maintain comprehensive project plans for Finance activities, ensuring clarity of objectives, timelines, and responsibilities
- Monitor project progress, identifying any delays or issues and implement strategies to ensure timely completion of tasks; providing regular update on project status and team alignment
- Act as a central point of communication within the Finance team, facilitating effective information sharing and collaboration
- Coordinate with various team members to ensure alignment and adherence to project plans and deadlines
- Assist in the preparation and distribution of project-related materials and communications
- Organise and schedule team meetings and follow-up on action items to ensure momentum and progress on projects
- Provide administrative and logistical support to the Finance director team, enhancing the overall efficiency of planning and analysis activities
- Liaise with internal and external stakeholders, resolving disputes and providing support in relation to Finance activities
- Help to deliver continuous performance improvements across the function

### 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. This role is at manager level.

#### Essential knowledge, experience, skills and qualifications including professional membership

- Prior experience in a project management or co-ordination role
- Good understanding of the role of Finance within a Business would be advantageous
- Able to resolve issues through data analysis and proven problem-solving techniques
- Excellent communication skills, both written and verbal, with an aptitude for clear and effective information dissemination
- Strong interpersonal skills; work collaboratively with internal and external stakeholders
- Proficiency in project management tools and software, and a strong grasp of MS Office applications, especially Excel and PowerPoint
- Excellent organisational skills with a keen eye for detail
- Bachelor's degree in Business Administration, Finance, Project Management or a related field is advantageous
- Uphold ethical principles including integrity, objectivity, professional competence, confidentiality, and professional behaviour