

**Finance Business Partner
(Strategic Asset
Management/Property Services
Job Description**

**Our
Vision**

**We provide
excellent
services to
customers**

**and build
new homes
to help more
people.**

**We make
sure our homes
are safe and
sustainable**

**and strive to do
more by making
the most of our
resources.**

About Paradigm Housing Group

Paradigm Housing Group is one of the South East's leading housing providers. We manage more than 16,000 homes across 33 different local authorities.

At Paradigm, we work hard and strive for excellence. In return we offer a great place to work and an attractive range of benefits, including a Health Cash Plan, bonus potential, a competitive pension scheme and 25 days holiday plus 3 days closure at Christmas.

We welcome applications from all sections of the communities we work in.

Our Values

Safer Together

The safety of our customers, colleagues and ourselves is a priority in everything we do.

- Putting safety first •

Driving Improvement

We seek to do things better and deliver value to our customers.

- Commercial and financial awareness • Change and innovation • Delivery focus •

Being Clear

We will communicate in a clear and consistent manner so that our customers, colleagues and stakeholders understand the high standards that we work to.

- Managing information • Communication • Planning and organisation •

Acting thoughtfully

We make ourselves aware of our customers' and colleagues' circumstances and consider this thoughtfully and respectfully, and with attention to the impact on the environment when taking action.

- Involvement and inclusion • Customer focus • Integrity and respect •

Working As One

We work collaboratively with others and take personal responsibility for delivering outcomes for our customers, colleagues and stakeholders.

- Teamwork and collaboration • Developing self and others •

PARADIGM HOUSING GROUP LIMITED JOB DESCRIPTION

- POST:** Finance Business Partner – Property Services Directorate
- REGULAR CONTACTS:** Executive Director - Property Services, Deputy Director - Strategic Asset Management & the team, Assistant Directors of Property Services, Heads of in Property Services, Budget Holders, Business Partnering Team, Assistant Management Accountant, Capital Accountant, Service Charge Team, IT Directorate.
- RESPONSIBLE TO:** Head of Business Partnering
- JOB PURPOSE:** As the Finance Business Partner, you will be the financial lead for the Property Services Directorate. You'll work closely with the leadership and operational teams, providing financial insights, analysis, and strategic guidance.
- Your role will help ensure financial accountability, drive performance improvements, and support key decisions that align with Paradigm's corporate plan.
- You'll collaborate with the Executive Director, Deputy Director, Assistant Directors, and other budget holders to promote value for money and work closely with the Housing Management team and other Finance Business Partners to provide expert financial support.

KEY ACCOUNTABILITIES:

- 1. Financial Planning & Analysis:**
 - Provide detailed financial analysis, budgeting, forecasting, and reporting for Property Services.
 - Work with Strategic Asset Management and the Corporate Finance team to conduct investment appraisals that support decision-making.
 - Offer actionable insights that help drive better performance and decision-making.
- 2. Business Partnering:**
 - Build strong relationships with leadership and operational teams to offer financial insights and challenge assumptions.
 - Support senior management in communicating financial results and ensuring a focus on value for money.
- 3. Budget Management:**
 - Lead the preparation of the annual budget for Property Services, advising and challenging budget holders to find efficiencies.
 - Monitor budgets, analyse variances, and work with teams to control costs while maintaining service standards.
 - Identify key risks to the achievement of the Property Services budget.

4. **Performance Monitoring:**

- Assist operational teams with monthly financial performance reports, highlighting risks and opportunities.
- Provide analysis on trends, KPIs, and metrics for the Directorate.
- Provide analysis of Metrics and KPI's for the Directorate.
- Review the reporting of month-end results for the Directorate including variance analysis
- Review the monthly Job Costing Analysis, Material Spend / Savings Labour Productivity Investment works and capitalisation rates reports produced by the management accounting team
- Review Strategic Asset Management spent (inc Zero carbon) spend
- Any additional variances as requested
- Provide analysis of repairs & investment in properties, including Strategic Asset Management to the Assistant Finance Director – Financial Services and Head of Business Partnering so that they can provide a consolidated analysis and detailed commentary to the Executive Finance Director and the Board according to agreed timescales.

5. **Property Services Project Support:**

- Offer financial support for key projects like capital improvements, void management, and asset investment programs.
- Develop business cases and support leadership with presentations and special projects.
- Provide financial investment appraisals as required to Strategic Asset Management to support their decision making
- Support investment in asset management strategies, including environmental initiatives for the sustainability of our housing stock.

6. **Cost Control & Efficiency:**

- Identify areas for cost savings and efficiency improvements in repairs and maintenance without compromising quality or customer satisfaction.

7. **Stakeholder Engagement:**

- Work with senior management to ensure financial objectives are met and financial information is clear and useful

8. **Continuous Improvement:**

- Identify opportunities to enhance financial processes, systems, and reporting within Property Services.
- Collaborate with team members on projects to improve efficiency, information systems, and management data.

9. **Capitalisation:**

- Review the capitalisation work performed by the assistant management accountant to ensure all capitalizable and service chargeable works are accurately captured

REQUIRED OUTCOMES OF THE POST

- Produce accurate, timely financial reports aligned with corporate objectives.
- Ensure effective budget control and value for money.

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- Successfully support Property Services in delivering financial objectives

PERSON SPECIFICATION

E = Essential

P = Preferable

- A professional qualification in accounting (CCAB, ACCA or CIMA). Candidates studying the strategic level will be considered. (E)
- Previous accounting and analytical experience in a property maintenance / or similar environment OR demonstrable experience in a similar environment with comparable complexities (E)
- Extensive business partnering experience in a challenging environment with comparable complexities. (E)
- Excellent analytical skills. (E)
- Advanced Excel skills. (E)
- Excellent time management and organisational skills (E)
- Ability to build and maintain effective working relationships across the main stakeholder group, supporting and challenging as required to achieve business outcomes (E)
- Requires a strong business focus, professionalism, autonomy, resilience and enthusiasm, as well as a commitment to personal development (E)
- Positive practical approach to team working and problem solving (E)
- Clear and concise verbal, written and presentation skills (E)
- 3+ years related financial experience, with strong knowledge of management accounting theory; in particular job costing and project controlling.
- Strong financial modelling techniques and analytical skills with advanced PC skills (emphasis on MS Excel and Power Point) and the ability to adapt to new systems and applications quickly. (E)
- Ability to work in a fast moving and ever-changing environment (E)
- Competent at using IT systems to extract and manipulate data into appropriate format, able to interpret and explain effectively to different audiences (E)
- Requires a strong business focus, professionalism, autonomy, resilience and enthusiasm, as well as a commitment to personal development (E).
- Experience in carrying out investment appraisals (P).