

JOB PACK

SENIOR DEVELOPMENT ACCOUNTANT

Creating homes.
Building lives.





ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5 day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Working pattern:	35 flexible hours per week between 7am & 7pm, Monday to Friday OR 35 compressed hours per week between 7am & 7pm, over 4 days. Option to work from home up to 50% of the week on completion of satisfactory probationary period. The role will be based in the Leigh office.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to BHSF, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment.</p> <p>Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs</p>
Equality, Diversity & Inclusion:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

Finance Department

The entire finance department has c110 employees, responsible for all financial functions across the Group. Within this role you will work within a small Team, within the Treasury and Development specialism of which there are currently 9 team members. The role reports to the Assistant Director of Finance - Treasury and Development and manage a team of two Assistant Development Accountants.

Role Summary

This role will take the primary lead on ensuring accuracy for development spend-in terms of accounting, budgeting and cash flow projections. The role will also be responsible for confirming all new developments completed are able to be used as security against funding requirements. You should be self-motivated with experience to grasp existing processes to recommend and then implement improvements.

Experience of working collaboratively with Development teams and other stakeholders is key to ensure the robust flow of processes along with strong Excel skills specifically on modelling and creating user friendly reports and tools is essential.

Responsible To: Assistant Director of Finance - Treasury and Development

MAIN TASKS OR ACTIVITIES

1. Responsible for the monthly monitoring and reporting for the development programme, including cash flows, development targets and monitored KPI's.
2. To monitor the Sequel and Proval systems, ensuring information is frequently updated and is accurate. Working with the Development team to implement any process improvements needed.
3. To update the development cash flow each month by recording actual expenditure and reforecasting future expenditure so that this information can be used to accurately monitor cash requirements.
4. Responsible for all management accounting including forecasting, budgeting and statutory accounting relating to development spend.
5. Responsible for getting new developments "security ready" in conjunction with the Development department and solicitors.
6. Responsible for the submission of claims for Social Housing Grant (SHG) to the regulator via the Information Management System (IMS), record claims made and ensure all relevant information relating to the claim is filed correctly within the required timescales.
7. Responsible for the submission scheduling within IMS and monitor the uptake of grant and completions against HCA targets.
8. Responsible for the RCGF funds and provide a robust audit trail, including credits to the funds, allocation of funds to new developments, calculation of monthly interest and ensuring there is no three year grant repayable.
9. Responsible for the preparation and submission of various others returns including MTCL Quarterly Report M&G Return, NHF Quarterly Return, Best Builders Annual Return.
10. Assisting with building schemes using the Brixx software, so they can be included in the Group financial planning.

11. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
12. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with Group policies and procedures.
13. Carry out any duty commensurate with the position.

Candidate Requirements

Candidate Requirements:

ESSENTIAL (2 years minimum)

- Previous experience of working in the Housing Sector and dealing with the main tasks outlined
- Development accounting experience
- Proval and sequel system experience
- Valuations/securitisation experience
- Development appraisal knowledge
- Excel modelling and creation of user friendly reports
- Excellent communication skills and organisational abilities; you'll demonstrate a strong track record of your ability to build effective relationships and drive through improvements

DESIRABLE

- Brixx system experience

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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