

ROLE PROFILE

Department:	Treasury
Job Title:	Financial Planning & Treasury Assistant
Key Skills Required:	We are looking for an enthusiastic individual, with good attention to detail to work within our Treasury team. This is a pivotal role in assisting your line manager in developing and maintaining Midland Heart's 30 year financial plan and have the aptitude to gain experience and knowledge in Treasury.
Job Purpose:	Assisting with the updating of the 30 year financial plan which includes analysis of the Company's cash flow, balance sheet and I&E account (using the BRIXX model) you will also be responsible for conducting sensitivity and scenario analysis, interpreting outputs and assisting with the preparation of Financial Returns and Treasury Project work.
Reporting to:	Financial Planning Analyst
Responsible for:	0

Key Responsibilities and Accountabilities

1. Update as required the financial plan for known changes from the development program, Asset Management expenditure, the revenue forecast, loans and investments and assess impact on covenants.
2. Model appropriate changes such as development programs, proposed acquisitions, and conduct sensitivity and scenario testing to assess which factors / mix of factors would cause financial covenants to be broken.
3. Ensure that the financial plan, annual budget and management accounts are consistent or easily reconcilable.
4. Improve the underlying systems and validate processes for populating the financial plan and maintain robust audit trails.
5. Update the plan annually with the year end financial statements and assist with the preparation of Financial Returns.

6. Customise reports in Brixx to aid interpretation of data and prepare data for finance committee reports and external agencies; regulators, rating agencies and funders.
7. Analyse the Company's cash flow, balance sheet and I&E account to assist with financial returns.
8. Undertake Treasury project work; security charging, loan analysis, compiling and uploading information for the Assets and Liabilities Register.
9. Any ad-hoc duties and cover as requested by manager.
10. To be responsible for the health, safety and welfare of yourself and others at work and to undertake the health and safety duties outlined in the Midland Heart Health and Safety Policy commensurate with this position.

Person Specification

	Application	Interview	Test
Education, qualifications and training			
1. An accountancy qualification desirable, but not essential if gained appropriate experience.	X		
2. Numeracy and literacy equivalent to GCSE grade C or above.	X		
Experience			
3. Experience in analysing financial data and other information.	X	X	X
4. Experience in using business planning tools.	X	X	X
Knowledge			
5. Knowledge of accounting standards and guidance for the sector would be advantageous.	X	X	
6. An understanding of management accounts and financial budgets and Financial Statements would be advantageous.	X	X	
7. Knowledge of the social housing sector would be desirable.	X	X	
Skills			
8. Good communication skills with all levels of internal and external customers.		X	
9. Financially literate with a high degree of numeracy.	X	X	
10. Accuracy, attention to detail and perseverance.	X	x	
11. Able to organise, prioritise workloads and meet deadlines.	X	X	
12. Flexible and self-motivated approach.	X	X	
13. Well developed verbal and written communication skills.	X	X	
14. Problem solving and analytical skills.	X	X	X
15. Advanced excel spread sheet skills essential.	X	X	X
16. Must be able to demonstrate an enquiring mind with an ability to distil complex information.	X	X	
Behaviours			
17. Ability to use own initiative and work with minimum day to day supervision but also a team player.	X	X	
18. Positive attitude towards changing processes and systems to improve efficiency.	X	X	