



Business Accountant

About us

Populo Living is Newham's housing company. We are wholly owned by Newham Council and exist to provide a portfolio of new high quality homes that meet the borough's diverse housing need.

Our promise is to Make Newham Home for everyone, whatever their background. We build high-quality, energy efficient and sustainable homes which people are proud to call their own, creating new communities and improving existing ones. We are also a registered social housing provider, offering residents on Newham's housing waiting list brand new homes at affordable rents. With the support of our shareholder Newham Council, we are committed to making local people's lives better now and in the long-term.

Our team value is our commitment to make Newham home, and reflect the diverse make up of the borough and its diverse communities. We are keen to recruit people who share our values around diversity and inclusion. We welcome applications from individuals from any community who can bring complementary skills, and the right attitude and drive, to our ambitious team.

Key Responsibilities

Financial reporting:

- Assisting and reviewing the month-end consolidated financial reporting for the Group in line with IFRS and SORP accounting requirements.
- Preparing and organising regulatory returns required for the Group's regulated Registered Provider.
- Provide support to the Financial Controller to develop the annual budget and quarterly reforecast.
- Reviewing monthly department P&L reports, comparing to budgets, and identifying variances.
- Business partnering with departments to minimise operational costs and drive funding efficiencies.
- Liaising with external and internal auditors, helping to provide coherent information, explanations, and reconciliations, including valuations.
- Produce service charge budgets for new affordable homes to ensure value for money for both residents and the Group.
- Support monthly service charge reconciliations and produce the annual service charge accounts in a timely manner.





Cashflow reporting and management:

- Overseeing weekly cashflow forecasts to identify and manage in a timely manner any future shortfalls or issues.
- Ensure all development transactions are recorded correctly and reflect the capital expenditure for each development.
- Where necessary, preparing funding file and accompanying loan drawdown documentation to enable the Group to access its funding facility.
- Working with the Corporate Finance team to ensure all aspects of the Group's near-term working capital cashflows are captured and forecasted.

KPI and SLA reporting:

- Ensure compliance with the management agreement and SLA in relation to the corporate and property management services delivered between group companies.
- Review of KPI packs for both group entities for submission to their respective Board of Directors.

ERP and systems:

- Supporting system projects as the Group continues to lay the foundations for a best-in-class ERP system.
- Supporting projects to deliver continuous improvement in the delivery of financial and management accounting information, leveraging on current and new system functionality.

Other:

- Management responsibility for the Assistant Business and Systems Accountant.
- Processing Group VAT returns.
- Management the insurance requirements of the Group, including adding newly completed homes to existing policies and managing the annual renewals process.
- Managing the external relationship with our payroll provider, including managing new starters and leavers.
- Supporting the Finance Director with Group reporting to the Board.
- Ensuring companies house filings are kept up to date.
- Overseeing the weekly payment run for suppliers and staff expenses, including supporting the AP Clerk on ad-hoc queries.





Skills and Experience

Essential:

- Enthusiastic and willingness to learn to and support in a small but high performing finance function.
- Experience of preparing and analysing financial information and reporting on results.
- The ability to understand commercial business operations and the related drivers and risks.
- Good analytical skills and the ability to link financial performance and management information.
- Good attention to detail with an ability to understand the wider picture.
- Ability to prioritise and manage a varied workload to meet agreed deadlines.
- Strong oral and written communications, and the ability to present effectively to varying levels within an organisation.
- Proficient knowledge of Microsoft, particularly Excel.
- Good knowledge of ERP systems (Yardi or another real estate system a bonus).
- A brief understanding of the taxes related to real estate development, predominately VAT, CIS, and CT.
- Line management experience preferred but not essential. What is essential is an understanding of what makes a good line manager in terms of:
 - Developing and coaching junior staff.
 - Performance management.
 - Ensuring a positive team culture is maintained.

Desirable:

- Real estate / property development accounting experience.
- Experience of service charge accounting and regulations.
- Experience of regulatory returns for Registered Providers.

Qualifications:

- 2.1 Degree, or QBE.
- Part-qualified (finalist) / Newly qualified accountant with CCAB recognised institute.
- 3+ years accounting experience.

Salary

£45-55k (dependant on experience).





To apply

We value our connections to Newham, it is important to us to reflect and understand our Borough and its diverse communities. We are always keen to hear from local people who share our values around diversity and inclusion. We welcome applications from all individuals who can bring skills and importantly, the right attitude for our ambitious team.

If you are interested in being considered for this role please send a copy of your CV and a covering letter to **Joseph Morris** at Joseph.Morris@deverellsmith.com.

Closing date: 5pm, Friday 14 July 2021

