Red Kite Community Housing

@redkitehousing

Financial Accountant

Job Description

Pod: Finance

Stem: Finance

Reports to: Senior Finance Manager

Direct reports: Management Accountant – Business Support, Assistant Management Accountant, Service Charge Officer, Payables and Receivables Supervisor



Red Kite's Expectations

This is a key role within the Finance team, responsible for ensuring the organisation receives the financial information, support and guidance needed to achieve its objectives. As Financial Accountant, you will coordinate statutory and management reporting, oversee the control environment and lead the annual budgeting process. You will balance leadership with hands-on involvement, demonstrating that you are as comfortable in the detail as you are with strategic oversight. Working in partnership with the Senior Leadership Team and colleagues across the business, you will help deliver services that keep tenants and leaseholders at the heart of everything we do.

Key Responsibilities

- Provide strong leadership to your team, ensuring they adapt to the changing needs of the business
- Contribute to the production of annual statutory accounts, scheduling work effectively and acting as a key contact for auditors
- Support the Senior Management Accountant in the monthly management accounts process, ensuring timely, complete and accurate reporting
- Contribute to the annual budget setting process, ensuring budgets are timely, aligned to business aspirations and compliant with funder and business plan requirements
- Lead the transactional team to ensure suppliers are paid accurately and income is recorded promptly
- Lead on the annual rent setting process for the Group that results in all the relevant rents and service charges being updated correctly and on a timely basis.
- Lead on the annual recalculation of the service charges for new tenants with fixed service charge, and calculation of service charges for new homes.
- Lead on the calculation and issuing as per the leaseholder agreements the estimated and actual service charges
- Ensure timely and accurate reporting of VAT Return to HMRC
- Support the management and development of the accounting system (SunSystems)
- Maintain team resilience through effective cover planning, process documentation and training
- Lead continuous improvement projects to streamline processes and support smarter working
- Build strong relationships that reflect our values of partnership, respect and pride
- Embrace opportunities within a growing business area
- Maintain up-to-date professional and technical knowledge
- Line manage and develop direct reports

Our essentials

- Experience managing and developing a Finance team and its services
- Experience in statutory and management accounting within a group environment
- Experience in rent setting in a regulatory environment.
- Experience in the management of service charge, including leaseholders.
- Proven delivery of excellent finance service to a wide range of stakeholders
- Commitment to equality, diversity and inclusive service delivery
- Embrace and live our values of Partnership, Respect and Pride
- High level of computer literacy, especially spreadsheets
- Approachable, supportive and a good listener
- Confidence to challenge constructively
- Strong communication and presentation skills
- Robust analytical and numerical skills
- Creative thinking and problem-solving ability
- Ability to lead by example and demonstrate organisational values
- Enthusiastic with a positive, “can-do” attitude
- Able to work independently and show initiative
- Excellent team player who contributes to shared goals

Added extras

- Highly organised and methodical approach
- Ability to work independently and show initiative
- Strong problem-solving ability
- Leads by example and demonstrates organisational values
- Effective communication skills, including in challenging situations
- High standards of customer service
- A collaborative team player who contributes to team goals
- Enjoys working in a positive, fun team environment

Qualifications, Skills & Experience

We have a dedicated team here at Red Kite that supports employees with all things Learning and Knowledge. This role requires you to:

- Ideally be a CCAB-qualified accountant, though part-qualified candidates with significant experience will be considered
- Be committed to continued professional development
- Have proven experience managing staff and developing a Finance team
- Have experience monitoring performance and effectively “telling the story”
- Have strong statutory and management accounting experience, ideally in a group structure
- Have proven budgeting experience
- Have experience preparing VAT and tax returns

General Responsibilities

This section outlines the broader responsibilities an organisational expectation what apply to all Red Kite employees, in addition to the role-specific requirements of the post.

a) **Tenant Focus -** Deliver a responsive, respectful and inclusive service to Tenants, placing their needs at the centre of decision-making and always ensuring a positive Tenant experience.
b) **Compliance and Regulatory Standards -** Ensure all activities comply with relevant legislation, regulatory standards (including the Regulator of Social Housing), and internal policies, maintaining the highest standards of governance and accountability.
c) **Safeguarding -** Promote and safeguard the welfare of Tenants and staff, recognising and appropriately responding to safeguarding concerns in line with Red Kite policies and statutory requirements.
d) **Health and Safety -** Take reasonable care for the health and safety of yourself and others, ensuring compliance with health and safety legislation, policies, and procedures at all times.
e) **Equity, Diversity and Inclusion (EDI) -** Actively support equity, diversity and inclusion, treating all individuals with dignity and respect, and contributing to an inclusive environment for employees and Tenants.
f) **Values and Behaviours -** Demonstrate and promote organisational values and expected behaviours, contributing to a positive, collaborative and high-performing culture.
g) **Data Protection and Confidentiality -** Handle all information in accordance with GDPR and data protection requirements, maintaining confidentiality and ensuring data integrity.
h) **Financial and Resource Responsibility -** Use organisational resources responsibly and, where applicable, operate within delegated financial limits to deliver value for money.
i) **Flexibility Clause -** Undertake any other duties commensurate with the role, as reasonably required, to support the effective delivery of services.
j) **Hybrid Working -** Work flexibly in line with organisational arrangements, balancing business needs with effective collaboration and service delivery.
k) **Commitment to Professional Development -** Maintain and develop professional knowledge and skills, participating in training and development opportunities as required.

This job description is subject to regular review and appropriate modification.