Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Housing Revenue Account (HRA) Strategic Financial Advisor Fixed Term – 2 years (TBC)	Grade: PO5
Section: Financial Control	**Directorate:** Finance
Responsible to following manager: Financial Controller	**Responsible for following staff:** N/A
Post Number/s:	**Last review date:** May 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

The Housing Revenue Account (HRA) Strategic Financial Advisor is a new role that will be responsible for providing high-quality strategic financial leadership, planning, and analysis to ensure the long-term sustainability and compliance of the Housing Revenue Account. The role will lead on financial strategy, business planning, and investment appraisals ensuring that financial decisions support the delivery of the organisation's housing objectives, capital investment programmes, and asset management strategy.

Specific Duties and Responsibilities

1. Strategic Financial Leadership
    - Lead on the preparation, development, and monitoring of the HRA 30-year business plan, ensuring it remains robust, sustainable, and aligned to corporate and housing strategies.
    - Provide strategic financial advice suitable for senior leaders, Cabinet Members, and service directors on all aspects of the HRA.
    - Drive financial modelling and scenario analysis to assess the impact of rent policy, inflation, investment needs, and housing growth plans.
    - Ensure the HRA complies with statutory requirements, CIPFA Codes of Practice, and local government financial frameworks.

2. Financial Planning and Reporting
    - Oversee the preparation and management of annual budgets, forecasts, and medium-term financial plans for the HRA.
    - Lead on producing the HRA outturn and monitoring reports, including variance analysis and performance insights.
    - Provide accurate and timely financial information to support housing, asset management, and capital investment decisions.
    - Work collaboratively with internal audit, external audit, and treasury teams to maintain strong governance and assurance.

3. Capital Investment and Asset Management Support
    - Support the delivery of the capital programme for housing, including new build schemes, decarbonisation, and major repairs.
    - Work collaboratively with relevant Directorates on the financial appraisal of housing development projects, regeneration schemes, and stock investment proposals.
    - Ensure capital financing decisions (including borrowing, grants, and reserves) are optimised to support long-term HRA sustainability.

4. Leadership and Collaboration
    - Lead by example and build strong partnerships with other Service Areas.
    - Provide expert guidance to non-financial managers to enhance financial literacy across the housing service.

- Represent the organisation at internal and external forums on HRA and housing finance matters.

5. Governance and Compliance
    - Ensure the HRA is managed in full compliance with relevant legislation, guidance, and accounting standards.
    - Maintain and develop financial controls, policies, and risk management processes to safeguard HRA resources.
    - Lead on internal and external audit processes related to HRA financial management.

Additional Information

Key Outcomes

- A sustainable, balanced, and compliant Housing Revenue Account.
- A robust 30-year business plan aligned to corporate and housing strategies.
- Clear, accurate, and insightful financial reporting to support decision-making.
- Strong governance and financial stewardship across all housing activities.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

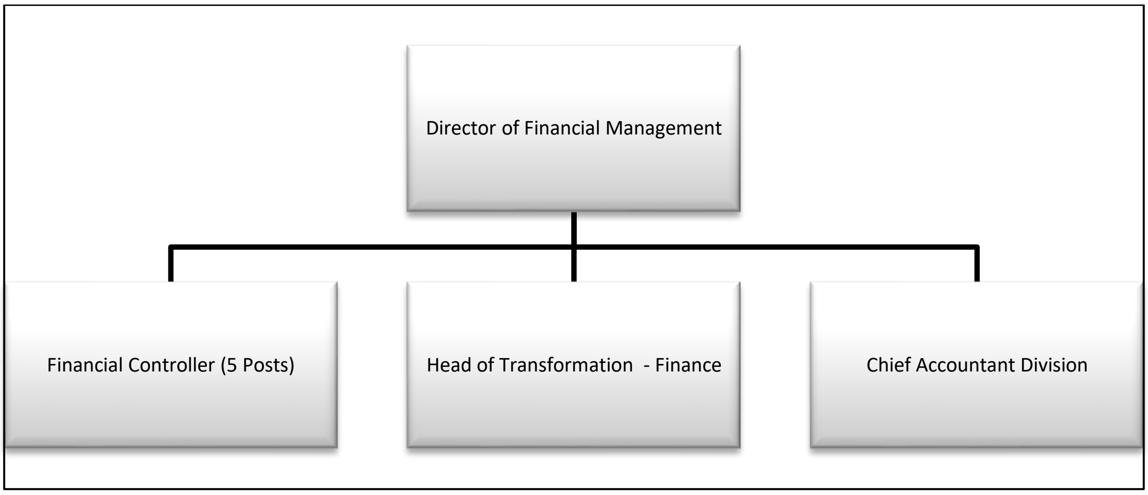
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

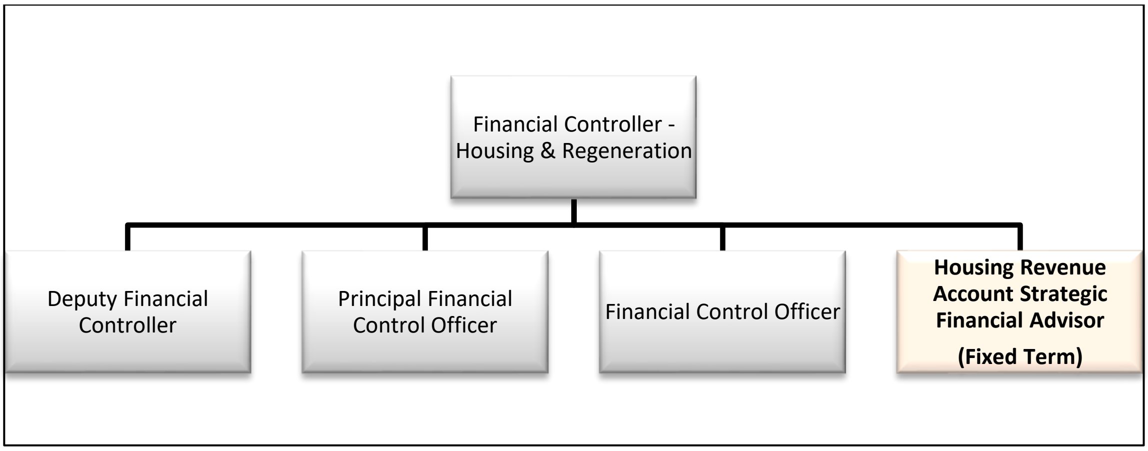
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure





Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	**Essential**	**Desirable**	**Assessed**
Strong understanding of housing policy, capital financing frameworks, and rent setting regulations	Y		I
Knowledge of government funding programmes, such as Affordable Homes Programme or Decent Homes standards	Y		I
Experience	**Essential**	**Desirable**	**Assessed**
Significant experience in local authority or social housing finance, particularly in managing or advising on HRAs	Y		A/I
Proven experience of long-term financial planning, business modelling, and investment appraisal	Y		I/T
Demonstrable experience of working with senior stakeholders to inform and influence strategic decision-making	Y		I
Experience leading finance support for housing development or regeneration programmes		Y	I
Experience using financial planning tools	Y		I/T
Skills	**Essential**	**Desirable**	**Assessed**
Excellent analytical and problem-solving skills, with attention to detail and accuracy	Y		I
Strong communication and presentation skills, able to convey complex financial issues to non-financial audiences	Y		I/T
Strategic thinker with a proactive approach to financial risk management	Y		I
Collaborative leadership style with the ability to influence and challenge effectively		Y	I
Qualifications	**Essential**	**Desirable**	**Assessed**
CCAB-qualified accountant or equivalent	Y		A/C

A – Application form / CV
I – Interview
T – Test
C – Certificate