

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Development Finance Manager	Grade: PO6 to MG1
Section: Growth and Place Directorate	Directorate: Housing Development and Place Delivery
Responsible to following manager: Head of Place Programme	Responsible for following staff: Typically none, with potential management of up to two depending on exigencies of the service
Post Numbers: TBC	Last review date: September 2025

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

To be a lead finance officer in the Housing Development and Regeneration team, responsible for providing strategic high level financial advice and support to senior management.

To have overall responsibility for the strategic management of the directorate, financial management, including financial strategies, revenue and capital budgets, the accounts, financial systems and financial information to Members and third parties.

Since 2017, the Council has a target of delivering a minimum of 1,000 low cost homes by 2025 years through its own development programme. The council also has an active Regeneration programme currently on two estates: Winstanley & York Road, and The Alton. Regeneration sites are progressed under a combination of direct-delivery and long-term collaboration with developer partners lasting in excess of 10 years.

Housing and Regeneration activities are funded by a mix of grant and long-term loans made against assets in Wandsworth's Housing Revenue Account. Working under the Head of Housing Development but with regular contact with colleagues in Finance & Business Support, this post provides oversight into Wandsworth's housing and regeneration programme finances, including support to the Housing and Regeneration teams in maintaining up to date financial appraisals and cashflows.

The post involves close, collaborative and coordinated working with council and departmental colleagues, requiring significant understanding of housing and development investment strategies, budgeting and modelling. The post will be responsible for coordination of activity required to regularly track progress against projected development spending, liaison with Housing Enablement & Projects teams to maximise grant and accurately forecast dates of receipt.

Whilst the post is part of the SSA the focus of this post is to assist and lead in the delivery of Wandsworth Council's council build programme.

Specific Duties and Responsibilities

To implement a range of appropriate financial processes that ensure this area of Council activity is high performing and efficient.

To provide an effective, value for money, customer focused finance function across the Housing Development and Place Delivery Team

To ensure compliance with the Council's performance and project management standards and take the appropriate action to address issues that may arise.

To manage the overall service in a manner that promotes equality of opportunity and collaborative working within the Council and with our partners to deliver non

discriminatory services and to promote greater equity for disadvantaged groups.

To lead and advise on financial issues corporately within the directorate.

To ensure that effective performance management arrangements are in place to achieve strategic objectives and business plans translating strategic aims into practical and achievable plans.

To review stakeholder requirements, standards of service, levels of performance and customer satisfaction in the context of Council objectives and communicate the results to Members and management. To support Member involvement in financial management.

To set appropriate three-year financial targets, based where possible on benchmarking data, for the Council and its partners that are consistent with Council policies and the Medium-Term Financial Plan and monitor performance against them.

To be responsible for the budgets, their management and other resources allocated to the service within the regulations of the Council, ensuring appropriate monitoring to avoid overspends.

To support the preparation of the directorate strategies and plans, including the impact of government and partnership initiatives, advising on their financial implications and ensuring they are linked to financial planning and management.

To set appropriate financial targets for the directorate, including partners and monitor performance against them.

To provide timely, relevant and accurate financial information to all stakeholders including, Cabinet, scrutiny committees, chief offices, district audit and external agencies.

To develop, maintain and document effective financial systems to record and report on all the financial transactions, assets and liabilities for the service and relevant partners, in accordance with the statutory, professional and operational standards.

To develop, maintain and document effective financial management and control systems that complement service delivery arrangements, in line with the CIPFA FM model and other measures of good practice.

To maximise external funding for capital and revenue schemes to deliver Council priorities by identifying potential funding streams and supporting the build process.

To undertake other duties commensurate with the grading of the post as they may be determined.

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 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.

Additional Information - Career Grading – progression to MG1

Prepares reports when required for distribution to the Director of Housing Development and Place Delivery, Executive Director of Place, Executive Director of Finance the Cabinet Member for Housing.

Provides guidance, informal training and support to members of the Housing Development & Regeneration team on matters of project viability, working collaboratively to identify the most viable mix and financial profile of given development projects.

Keeps abreast of Homes England, MHCLG and GLA policy and other publications in relation to financing the delivery of Council led development.

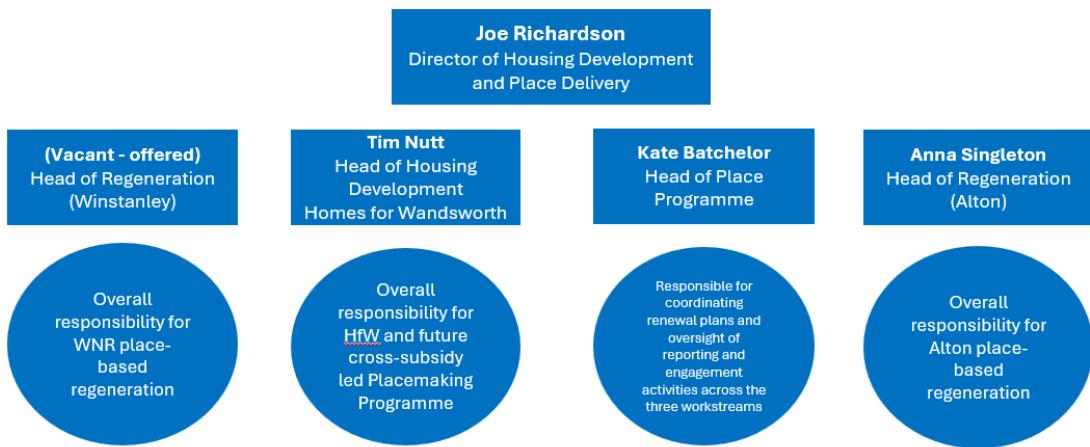
As required represents the Council at local, regional and national level in respect to the Financial performance of the Council's development programme.

Team structures (currently under review)

Place Programme Team



Development & Place Delivery SMT



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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
Be able to demonstrate sound knowledge of the financing and viability of housing development	X		AIT
Be able to demonstrate competence and experience in the use of development financial software such as	X		AIT

SDS ProVal and Sequel, and Excel at an Advanced user level.			
Knowledge of the operation of Local Authority housing management, planning and property functions	X		AI
Experience	Essential	Desirable	Assessed
Experience of providing financial advice and leadership in a large and complex organisation, working with a high degree of professional independence and integrity.	X		AI
Able to demonstrate an understanding of economic appraisal processes in the development of housing and to be able to interpret and analyse data	X		AI
Experience of advising on managing all aspects of large and complex budgets, delivering significant improvements as a result.	X		AI
Experience of contracting for services, providing financial and commercial advice to inform procurement strategy and negotiations.	X		AI
Skills	Essential	Desirable	Assessed
Manage people, performance and budgets.	X		AI
Contribute to the longer term development of the service area	X		AI
Ability to analyse, interpret and report upon large amounts of complex financial, accounting and output information and to analyse complex business processes	X		AI
Excellent communication skills including the ability to explain complex financial issues to non financial managers, Directors and Members, adapting style to suit the audience and the issue.	X		AI
Excellent interpersonal, negotiating and influencing skills.	X		AI
Strong leadership skills, capable of motivating and inspiring junior staff and building effective working relationships at senior levels across the organisation and with partners.	X		AI

Able to organise resources and plan work to meet individual, team and departmental objectives.	X		AI
Be able to communicate effectively, orally and in writing, on a wide range of complex issues	X		AI
Be reliable and able to manage own workload and deal with competing priorities and deadlines with minimal supervision.	X		AI
Be able to collate information, maintain files and records accurately on computerised and manual recording systems	X		AI
Demonstrate sound administrative and office skills	X		AI
Be able to use IT packages including word processing, spreadsheets and database systems.	X		AI
Qualifications	Essential	Desirable	Assessed
CCAB Qualified Accountant with significant post qualification experience	X		AIC
Evidence of significant relevant Continuing Professional Development (CPD)	X		AIC

A – Application form / CV

I – Interview

T – Test

C - Certificate