**Job Profile Information: Housing Revenue Account and Capital Projects Team Manager**

**This supplementary information for HRA and Capital Projects Team Manager is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone ………………. Level……5 Zone 2……… Camden Way Category ……………………………………**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

This role exists to lead on the development and implementation of a robust Housing Revenue Account (HRA) financial strategy and the provision of effective business partnering for major capital projects and the housing management division. The post holder will be a HRA subject matter expert with an in-depth understanding of the primary factors that influence the HRA and will take a lead in understanding the impacts of non-departmental aspects such as financing. The HRA and Capital Projects team will lead on the production of the HRA rent setting Cabinet report and maintain a robust 30 year plan; and will effectively support the council’s major capital projects including those delivered through the Community Investment Programme (CIP), and provide business partnering and management accounting for the housing management division.

**Example outcomes or objectives that this role will deliver:**

* Medium-term financial strategy for the HRA
* Coordination and support towards implementation of HRA financial strategy
* Coordination of production of HRA revenue forecasts
* Development of 30 year HRA plan
* Management of technical areas of HRA finance including financing, depreciation and recharges
* Effective matrix working with HRA areas outside housing management, principally Property Services
* Coordination of HRA budget setting and closing
* Briefings for members and senior stakeholders on HRA developments including changes to regulations and economic impacts
* Production of HRA rent setting Cabinet report
* Support for primary capital projects across the council including business partnering, budget setting, closing and forecasting
* Support for capital governance including CIP Boards
* Provision of financial information regarding performance of CIP programme as required
* Improved understanding and coordination between the capital programme and its impacts on revenue both in finance and services
* Business partnering for housing management division

**People Management Responsibilities:**

The role is line manager for:

* 2 Capital Project Business Partners (level 5 zone 1)
* 1 Service Business Advisor (level 4 zone 2)
* 1 Management Accountant (level 4 zone 1)

**Relationships;**

The post holder will report to either the Head of Finance Supporting Communities. Other key relationships for the post holder will be:

* The relevant Directors for HRA and capital projects (primarily Directors of Housing Support Services and Development)
* Business Partners for Property Services as part of HRA strategy
* Director of Property Services
* Housing Board
* CIP governance
* District Management Committees and Tenant Resident Associations
* Housing Scrutiny Committee
* Relevant staff with HRA services including rents and leaseholders
* General fund strategy regarding impacts of corporate changes on HRA
* Capital Strategy Advisor for impact of capital programme on HRA
* CIP governance boards and programme team

**Work Environment:**

The post-holder will be required to work in an agile way in line with Camden’s move to a paperless and flexible work environment

**Technical Knowledge and Experience:**

* CCAB (or equivalent) qualified accountant
* Ability to communicate effectively complex financial issues to differing audiences within and outside the Council
* Ability to understand and analyse the impact of complex government and regulatory financial frameworks
* Comprehensive understanding of the rules and regulations governing the HRA
* Understanding of the regulatory and technical frameworks covering capital
* Ability to develop service financial strategies that are technically robust and support delivery of service outcomes
* Ability to deal confidently with elected Members

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

**Corporate Finance**