



**Job Title:** Finance Improvement and Controls Specialist  
**Grade:** Y6  
**Reports To:** AD Finance and Performance  
**Number of Reports:** 0

**Key job element**

- Work with the finance service and other relevant stakeholders to carry out a comprehensive review of the end to end processes, controls and governance, focusing on key areas and all sources of financial information; including monthly management and year end accounts.
- Streamline processes ensuring compliance with YHN's financial regulations and assurances and ensuring that they are appropriate, efficient and fit for purpose within the business.
- Analysing a variety of complex information to identify areas for improvement and making recommendations for service improvement.
- Develop and implement policies and strategies in relation to finance to contribute to the overall Business Strategy.
- Develop and manage a framework to monitor ongoing compliance of recommendations, standards and regulations to ensure the needs of the business are met.
- Prepare reports, business cases and options appraisals for senior management and YHN Board.

**Person specification**

This area focuses on skills/ knowledge required in the role.

**Essential**

- Professionally qualified (ACA/CIPFA/CIMA/ACCA).
- Able to foster excellent working relationships with staff, managers and Board members.
- Understand the wider sector agenda and ensure best practice is applied.
- Demonstrate good interpersonal skills to work collaboratively with all key stakeholders and be confident in providing advice to senior managers.
- Experience of analysing a range of information to establish the root cause of problems, make recommendations for improvement and implement agreed solutions.
- Experience of change management and influencing others to deliver change.
- Excellent organisational skills, attention to detail and the ability to work on own initiative.
- Excellent written and verbal communication skills.
- Proficient in a range of IT applications.

**Desirable**

- Understanding of social housing, public sector environment
- Demonstrate knowledge and application of project management and business improvement principles and methodologies
- Experience of carrying out Internal or External audits
- Experience of process documentation and mapping

**All employees are expected to be flexible within the scope of the role**

*Your Homes Newcastle's Core Values play an integral part in determining our culture going forward and ensuring a progressive, sustainable and healthy working environment for our staff. Our values, practices and behaviours are at the heart of this and how our staff do things is as important as what we do. Our values are Be **Ready**, Be **Amazing**, Be **Revolutionary**, Be **Energetic**.*

*It is no coincidence that our values spell out the word **RARE**. We want YHN to be known as “unusually good or remarkable” and an organisation with people that “stand out from the rest”.*

*We expect our people to demonstrate the following behaviours:*

**Be ready - together we're prepared for anything:**

This value is about being “prepared, willing, eager and prompt”.

The behaviours we expect are:

- Take responsibility to keep up to date
- Take ownership
- Make best use of time and resources
- Own your development and that of others
- Work as one team cooperatively
- Be prepared to contribute
- Be organised and on time
- Share information, knowledge and good practice
- Be adaptable and flexible

**Be amazing – we'll exceed expectations**

This value is about being “passionate, impressive, excellent and progressive”.

The behaviours we expect are:

- Care about people and YHN
- Take pride in what you do
- Behave with sincerity and integrity
- Be your best and inspire others to be theirs
- Do right by our customers
- Have a desire to make things better and improve lives
- Be an advocate for YHN
- Learns from mistakes

**Be revolutionary – have courage and be bold**

This value is about “leading the way, involvement in change, engagement, being radically new or different and being creative”.

The behaviours we expect are:

- Prepared to be different
- A positive influence on others
- Consider and think of imaginative solutions
- Decisive and unafraid to do what's best
- Prepared to challenge constructively
- Open-minded, tries to say 'yes' more than 'no'
- Supports and promotes change

**Be energetic – making every day count**

This value is about “vitality, being interested, keen, inspirational and motivated”

The behaviours we expect are:

- Passionate in all you do
- Is up for the task
- Celebrates achievements
- Is able to “bounce back”

**HR reference only: JE Code A3805**

- Is motivated and enthusiastic
- Challenges poor performance and negative attitude