



Job Title: Finance Manager - Housing

Salary: £41,525 per annum

Responsible to: Director of Finance and Support Services

Contract: Permanent

Location: Based at Bridge's main office, 35 Salem St, Bradford, with the option of remote working subject to work requirements.

Hours of Work: This is a full-time post, 37.5hrs per week. Core hours are Monday–Friday 9am to 5pm.

Bridge is seeking a Finance Manager to work across the organisation but with a specific focus on our supported housing projects. This is a new role that will take on responsibilities currently held by our Director of Finance as well as new and additional work linked to our housing projects. Bridge will be expanding its housing stock over the next two years and is working towards becoming a Registered Provider of Social Housing (RP).

The Finance Manager will line manage the Finance Administrator, who undertakes much of Bridge's day to day finance processing, and work closely with the Director of Finance on organisational wide financial management.

Because of our size, the post will cover a range of financial responsibilities that in larger organisation would be divided across several posts. These responsibilities will include; managing income and expenditure for our housing projects; oversight of the organisation's purchase ledger; payroll; producing internal management accounts and financial monitoring reports to funders; assisting with organisational budgeting, annual accounts and the audit process. This makes the role ideally suited to someone with a broad range of accounting and financial experience and skills, ideally with either a social housing or charity background.

MAIN DUTIES AND RESPONSIBILITIES:

SUPPORTED HOUSING FINANCE

- Work closely with the housing team to monitor and report on housing project budgets, ensuring financial performance aligns with operational plans and service delivery.
- Manage and monitor all housing project expenditure.
- Track and reconcile housing benefit and rental income, ensuring claims are accurate, timely, and supported by appropriate documentation.
- Ensure financial management of supported housing projects complies with the organisation's rent setting policy, including correct application of rent levels, service charges, and eligible costs.
- Assist in setting the Housing Benefit eligible rents and service charges annually and liaise with the Local Authority as necessary.
- Assist in the annual budget-setting process for supported housing schemes, providing financial input and analysis to support planning and decision-making.
- Support the Director of Finance in analysing housing-related income and expenditure trends to inform service planning and funding decisions.

OPERATIONAL FINANCE

- Responsible for the processing of the monthly payroll and pension submissions, ensuring accuracy, timeliness, and compliance with statutory requirements.
- Manage the accounts payable processes, including invoice processing, supplier payments, and reconciliation.
- Perform regular bank reconciliations.
- Manage any petty cash floats, including reconciliations.
- Maintain accurate financial records and ensure timely processing of transactions.
- Support the Director of Finance with the accounts receivable processes, cashflow and bank account management.

FINANCIAL REPORTING

- Assist in the preparation of internal management accounts, focusing on housing-related income and expenditure.
- Contribute to budget preparation and monitoring, particularly for supported housing services.
- Support the Director of Finance in preparing the organisation's year-end accounts and assisting with the annual audit process.

FINANCIAL MONITORING FOR FUNDERS

- Prepare monthly and quarterly financial monitoring reports for funders.
- Ensure reports meet funder requirements and deadlines and are supported by accurate financial data.

- Liaise with operational teams to gather relevant financial and service delivery information.
- Support the Director of Finance in responding to funder queries and audits.

COMPLIANCE & CONTROLS

- Maintain compliance with the charity and housing sector financial reporting regulations.
- Ensure internal financial procedures are followed and internal controls are maintained.
- Assist with regulatory returns and reporting under the guidance of the Director of Finance.

SYSTEMS & PROCESSES

- Ensure housing finance data is accurately recorded and integrated with wider financial systems.
- Maintain finance systems and support improvements to enhance efficiency and reporting.

MANAGEMENT

- Line-manage the Finance Administrator, ensuring an efficient financial administration service is provided.

Person Specification: Finance Manager - Housing			
Attributes	Essential criteria	Desirable criteria	How Identified
Qualifications and Experience	<ul style="list-style-type: none"> • Part-qualified or fully qualified accountant (ACA, ACCA, CIMA or equivalent), or qualified through appropriate experience • At least three years working in a finance/accounting role. • Experience in producing internal financial reports or financial monitoring reports for funders. • Experience in budget monitoring and financial control. • Experience in managing a purchase ledger system. 	<ul style="list-style-type: none"> • Degree level or equivalent qualifications. • Previously worked in either a Charity or a Social Housing provider. • Five or more years in a finance/accounting role • Managed payroll for an organisation. • Experience in a management or supervisory capacity 	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of UK accounting regulations • Strong financial reporting and analytical skills • Proficient in using financial systems and Excel. • Understanding of payroll processes and systems 	<ul style="list-style-type: none"> • Knowledge of Charity or Housing SORPs • Familiarity with rent-setting policies, service charges and housing-related cost structures. • Familiarity with grant funding and • Experienced user of Quickbooks 	<p>Application Form</p> <p>Interview</p>

General	<ul style="list-style-type: none">• Willingness to keep abreast of relevant professional developments and to undertake training for the post.• The post-holder must adhere to Bridge Policies/Guidelines in force within the organisation.• The post-holder is expected to be flexible with regards to working hours to meet the requirements of the post.• Willingness to work within a performance managed environment and contribute to performance reporting.• Willingness to contribute to the training and development of others, undertake regular supervision and appraisal in line with Bridge policies and actively participate in own professional/personal development and have clear resiliency strategies.• Conform to standards of dress, which reflects a professional service.		Application Form Interview
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Key Behaviours

The following key behaviours are expected of all employees at Bridge. They represent the standards of conduct, collaboration, and professionalism that underpin how we work with each other, with our partners, and with the people who use our services.

Behaviour	Description
Works Proactively	Demonstrates initiative, thinks ahead, and takes prompt action to solve problems; completes tasks, overcomes obstacles and seizes opportunities.
Leads Change & Improves Performance	Responds quickly and positively to change, seeking to continuously improve performance by learning quickly from our mistakes, celebrating our successes, and constantly developing our people and processes.
Demonstrates Creativity & Innovation	Applies creative and lateral thinking to organisational issues; challenges the status quo and introduces new ideas, methods and processes.
Client & Customer Focused	Focuses on and understands the needs of internal and external service users, members and other stakeholders and strives to deliver a prompt, effective and personalised service. (For 'service users', please also read members, stakeholders, and audiences).
Influences Others & Communicates Effectively	Positively influences others and where appropriate persuades them to change their views, intentions or actions. Listens closely and communicates clearly both verbally and in writing.
Applies & Shares Expert Knowledge	Demonstrates the specialist knowledge and technical requirements of the job. Applies skills and experience to perform the job effectively, completes work to a high standard and shares knowledge across the organisation.
Works Collaboratively with Others	Works collaboratively with others for the good of the business; builds a network of good relationships and develops a thorough understanding of the organisation and the wider sector.
Values & Respects Others	Respects other individuals; listens and takes into account different opinions, feelings and motivations; is trustworthy and acts with integrity; responds and acts constructively towards others.

