

Job Description

Role	Project Finance Associate
Hours	Full Time / Monday-Friday 9-5.30pm
Location	Head Office – New Bond Street, London. Travel to the other regional offices as/when required.
Type	Permanent
Reporting to	Senior Project Finance Manager

Role Objectives

The Project Finance Associate is part of a team ultimately responsible for the delivery of U&C's strategic land developments.

The Project Finance Associate is specifically part of Project Finance team, which is one of three strands forming the wider Finance department, alongside Financial Reporting and Tax. The Project Finance team directly support the U&C project development teams and is therefore essential in linking project information to the wider Finance department.

The Project Finance team's core function is in relation to the control, monitoring and reporting of performance against business plan for each of U&C's active projects. Underlying project cashflows are the key tool in informing this process, which are the ultimate responsibility of the associated Senior Project Finance Managers.

The key purpose of the role is to support the Senior Project Finance Manager in processing and recording transactions, updating, and monitoring associated workstream cashflows (which are components of the overall project cashflows) and business plan forecasts. The role will also involve providing ad-hoc analysis, financial modelling and scenario analysis as required.

In the first instance the Project Finance Associate will report to the Senior Project Finance Manager for the projects you are involved with. You will also receive direction from the Acquisitions and Director of Project Finance and other Senior Management. In addition, you will liaise with members of the finance ledger team as well as the wider project teams and external parties.

Role Responsibilities

Your main responsibilities will focus on, but will not necessarily be limited to:

Cost control:

- Reviewing monthly invoice listings provided by the ledger team and updating the project cashflow accordingly, including revising workstream forecasts with budget holders and re-profiling costs to complete to be presented to the Senior Project Finance Manager
- Monitoring commitments to ensure expenditure remains within approved Business Plan levels and expenditure approval protocols are observed
- Attending monthly cost control meetings with the Senior Project Finance Manager and presenting financial information to project team members
- Supporting Senior Project Finance Manager in the preparation monthly drawdown requests, covenant compliance and payment approvals to U&C senior management, joint venture stakeholders and bank relationship managers

Sales:

- Oversight and review of weekly sales tracker information with numbers of housing reservations, exchanges, completions, invoicing, and land payments matched to bank statements
- Oversight of necessary documentation checks/review as part of the housing plot approval process including confirming cash receipts to allow charge and title restriction releases
- Updating project cashflow on a monthly basis to tie back to latest sales tracker information
- Supporting the Senior Project Finance Manager in the analysis of housebuilder offers, heads of terms drafting, contract review (deed of deferred consideration), and setting up the arrangements in the sales tracker, deal tracker and project cashflow model

Board and Sub-committee reporting:

- Support the Senior Project Finance Manager with preparation of annual business plan presentations for JV Boards, U&C Board, and sub-committees
- Assist Senior Project Finance Manager with preparation of project update and performance reporting packs for JV Boards, U&C Board, and sub-committees

Ad-hoc analysis:

- Assisting Senior Project Finance Manager and wider business with any ad-hoc analysis as required
- Assisting Senior Project Finance Manager in the preparation of cost schedules and other support as required as part of the half yearly corporate and banking valuations

Role Requirements

Qualifications, Knowledge & Experience

- A familiarity with the technical aspects of accounting for property development would be preferable but not a pre-requisite; including VAT and CIS implications, investment and trading properties, long-term developments, and leases.
- A strong MS Office user specifically in Excel (preferably with some modelling experience) and to a lesser extent PowerPoint and Word. A familiarity with SAGE accounting package would be a definite advantage.
- Professional and confident manner in meetings.
- Strong communication and interpersonal skills.
- Good attention to detail and organisational strengths.
- A proactive individual who would be able to anticipate and fulfill the needs of the role.
- An ability to meet conflicting priorities whilst working under pressure.
- Flexibility; the individual may be required to work longer hours as and when needed and attend meetings at the development sites.
- Ability to work autonomously or as an integral part of a team.
- A relevant accounting qualification an advantage but appropriate experience considered. This role would suit a keen financial accountant who is able to learn quickly or project accountant with some development experience.