

## JOB VACANCY

**Job Role:** Finance Officer

**Responsible to:** Finance Director

**Salary:** FTE £40,000 - £45,000 pa (pro rata if part time)

**Part Time (30 hours per week) or Full time / Permanent (with at least 3 days working from MKDP offices)**

## BACKGROUND

Milton Keynes Development Partnership LLP (MKDP) was established in 2013 by Milton Keynes City Council (MKCC) as a separate legal entity and purchased a significant portfolio of land from Milton Keynes City Council (MKCC) and the Homes and Community Agency (HCA). Having promoted and developed that land, MKDP has now evolved into the city's local delivery vehicle, with a particular focus on placemaking through urban regeneration and the delivery of affordable housing.

With in house expertise and an independent Board, we are uniquely placed to act commercially to deliver projects and investments that achieve the city's social environment and economic goals, as established in the [Milton Keynes Strategy for 2050](#).

Our strategic mission is to:

**Use our assets, resource and expertise to deliver positive outcomes for the city; and continue to act commercially and responsibly in securing the best we can for Milton Keynes.**

A copy of our current business plan that sets out our plans for the next three years can be found [here](#).

## JOB ROLE

As part of a small finance team the Finance Officer will assist the Finance Business Partner and the Finance Director in providing finance and business support services for Milton Keynes Development Partnership LLP and Milton Keynes Housing Company Ltd.

You will provide day to day accounting and financial management services, including input of all primary accounting information in a timely, accurate and efficient manner and comply with our policies and procedures.

### Key Deliverables

- Maintain financial records for daily transactions, inputting transactions and preparing weekly and monthly journals as required.
- Reconcile the corporate credit card returns.
- Prepare balance sheet reconciliations.
- Assist with Management Accounts including:
  - preparation of accruals and prepayments
  - analysis schedules for income and expenditure accounts
  - assist with the production of narrative reports for senior management.
- Assist with year end preparation and provide support for the audit process at year end as required.
- Assist with budget preparation and monthly budget monitoring working in collaboration with the Finance Business Partner and other operational colleagues.
- Lead with the preparation of the VAT return and regulatory, statistical, and other returns

- Raise requisitions and invoices as required for the finance team.
- Respond to financial queries from internal and external stakeholders.
- Contribute to service charge and rent charge reviews and reconciliations.
- Undertake bank reconciliations and update the cash flow projection.
- Assist the Finance Business Partner and Finance Director with specific projects as required.
- Contribute to the overall effectiveness and operational management of the wider Council Finance Service,
- Proactively provide the MKDP Executive team with the information that they need to make informed decisions and be open and timely in alerting the Finance Director to matters that present a risk or material concern to MKDP, its reputation and viability.

Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide need

## JOB REQUIREMENTS (KEY SKILLS & QUALIFICATIONS)

- AAT qualified or part qualified accountant (CCAB) or equivalent (e.g. degree in accounting or finance)
- Experience of working in a finance team. **Desirable:** experience of working in a finance team in a property (such as Housing Association or property development organisation)
- Experience of using accounting software. **Desirable:** experience of using ERP Gold or Agresso
- Intermediate level Microsoft Excel skills, able to use functions such as Lookups and Pivot tables
- Solid knowledge of basic accounting practices and procedures
- Excellent level of numerical ability
- Able to analyse, interpret, explain and summarise data and issues in a logical manner,
- Excellent attention to detail
- Able to demonstrate a well organised and systematic approach to work
- A good team player

## BENEFITS

We are really proud of the benefits we are able to offer our staff here including:-

- Local Government Pension Scheme
- 28 days annual leave per year in addition to statutory and public holidays, rising to 31 days after 5 years.
- Staff discount scheme
- Our Professional Development Centre with access to in-house courses
- Cycle to Work Scheme
- Professional subscription paid for

**To apply, please send your CV and a supporting statement to Isabella Ajilore, Search Consultant [Isabella.Ajilore@campbelltickell.com](mailto:Isabella.Ajilore@campbelltickell.com)**

**Role is being actively recruited.**