

# Head of Rent Setting and Compliance

Line manager: Finance Director of Operations

Grade (if applicable): 1

Direct reports: 0



## Role purpose:

In a challenging and dynamic role, you will bring substantial value by ensuring the availability of dependable data to facilitate informed decision-making and safeguarding Peabody's operational integrity. Reporting directly to the Finance Director of Operations, your responsibilities will involve leading the rent-setting process and conducting thorough financial reviews. Your continuous commitment to system and process enhancement, with an emphasis on optimizing efficiency and user-friendliness, will be a mark of your approach to achieving excellence.

Furthermore, you will also ensure that our rents remain affordable and compliant with regulations.

## Key Results:

- You will provide technical advice to the organization and ensure that Peabody complies fully with the Rent Standard of the Regulator of Social Housing and individual rent agreements.
- You will assume responsibility for leading a high-performing team that provides the organization with finance business partnering, supporting a local approach to operations, and delivering precise and timely information. This includes safeguarding the integrity of our accounts and ensuring compliance with both new and existing accounting standards and regulations.
- You will ensure the accuracy of financial information related to rent accounting. You will work closely with the Assistant Director of Service Charge to ensure data quality and accurate charges.
- You will be responsible for contact with customers related to the rent setting.
- You will offer expert advice and guidance on all matters related to rent setting.
- You will provide counsel and guidance to the Group, reporting to the Board on all matters pertaining to rent. This will involve preparing board reports and presenting findings at board meetings as necessary.
- You will be accountable for preparing rent budgets.
- Ensure that your team collaborates effectively with other business partners across the organization, including Property Services, Operations, and Development, to ensure a unified and consistent approach.
- Take charge of setting up accounting systems for new sites and provide estimates for new schemes.
- You will be the lead responsible for the annual audit and Regulatory returns.
- Lead the annual rent review through collaborative teamwork with the rest of the organisation.
- Lead the execution of processes as directed to minimize the risk of incorrect rent settings or reviews.
- Leverage data analytics to identify inconsistencies and other issues, thereby driving improvements in operational services and processes and fostering a work environment conducive to continuous enhancement.
- Ensure that systems are aligned with the team's needs and the company's information requirements and take proactive measures to address inefficiencies.

Version Date:

Signed off by:

- Your strong teamwork skills will naturally come into play, allowing you to seamlessly collaborate across teams to ensure that all information remains accurate, up-to-date, and fluid.
- Undertake any ad hoc projects as required by the Finance Director.

### **Success metrics:**

- Provision of high-quality and timely information to facilitate effective decision-making.
- Championing data quality, collaborating with the business to enhance the quality and integrity of data within our core systems.
- Success in this role hinges on the capacity to deliver information that is meticulously accurate and adheres to strict timelines, making impeccable organizational skills and attention to detail imperative.

### **About you:**

#### **You will be:**

- A qualified CCAB Accountant with/or with relevant experience.
- Strong understanding of the housing regulatory framework for landlords with a particular focus on knowledge around the Rent Standard as well as a up to date knowledge of regulations (Landlord and Tenant Act 1985) and best practice around fixed and variable service charges.
- Possesses substantial hands-on technical expertise and the ability to cultivate strong working relationships with all relevant service providers, suppliers, and stakeholders.
- Committed to consistently delivering an outstanding customer experience, exemplifying our values in interactions with both customers and colleagues.
- Demonstrates proactive self-initiative and the capability to work both independently and collaboratively as necessary.
- Exhibits a deep passion for achieving excellence.
- Functions as a flexible and adaptable team player, known for approachability and a positive mindset.
- Excels at working under pressure, multitasking, and meeting deadlines.
- An assured communicator at all organizational levels, effectively conveying complex information with gravitas and diplomacy to both internal and external stakeholders, all while maintaining the highest level of customer service.
- Brings experience in managing external and internal auditors to the role.

#### **You will have:**

- Experience in rent setting and maintain up-to-date knowledge of compliance requirements.
- Excellent attention to detail with the ability to actively seek and find solutions to problems.
- A flexible approach with the ability to deliver services in an environment of change.
- The ability to work collaboratively with colleagues across the organisation.
- Experience of working with large volumes of data and transforming this into valuable information.
- The ability to drive forward relevant projects and initiatives to meet deadlines and deliverables.
- A track record of identifying and resolving issues.
- Knowledge of accounting software (Sun Systems desired), housing system (NEC desired) and Microsoft systems (Excel & Access desired).

## **Leadership Responsibilities:**

- As a member of the leadership team, support and enable delivery of the Group Strategy through strategic and operational contribution
- Demonstrate strong leadership skills to help build a diverse and inclusive organisations; ensuring that Equality, Diversity, and Inclusion principles are fully embedded in the attraction, recruitment, development, and retention of your teams and within the delivery of our services
- Be a confident role model and leader, ensuring you reflect the values of the organisation.
- Know what it takes to motivate your team and ensure they have the right tools to do the job.
- Empower your teams to develop and grow, leading with trust and showing appreciation.
- Build effective networks internally across the organisation and externally to support delivery of the group strategy and the new localities model.