



## **JOB DESCRIPTION:**

### **Financial Services Manager**

- RESPONSIBLE TO:** Assistant Director of Finance & Performance
- RESPONSIBLE FOR:** **Finance Manager – Construction Services**  
Assistant Accountant (Expenditure)  
Assistant Accountant (Mgt Accts)  
Finance Assistant
- SALARY:** Band E – Level 9 - £30,633 - £33, 694 (Salary subject to skills and experience)
- DEPARTMENT:** Finance & Performance

### **OVERALL JOB PURPOSE:**

To ensure the finance team provide a high quality, proactive and customer focused financial service for the Trust.

To be responsible for the completion of monthly management accounts, statutory of annual accounts, annual budget and ensuring the maintenance of appropriate internal control systems.

To ensure that the Board, EMT, SMT and other managers of the Trust are kept up to date with timely, accurate and concise financial information suitable to their needs

Competencies required for the job role are:-

Reference Number	Competency	Required Level
10	Planning, Organising and Co-ordinating	3
13	Team Working	4
14	Working Efficiently and Effectively	3

Please refer to the competency dictionary for a detailed explanation of the above.

When completing your application you will need to indicate with 1 or 2 examples how you can demonstrate your competency in line with the requirements for the job role

#### **PRINCIPLE ACCOUNTAB ILITES:**

To ensure that the financial ledgers are kept up to date and reconciled at all times including between the Trust's in house repairs function and the main accounting system.

To provide timely and accurate financial information for a range of customers including Executive Management Team, Senior Managers, Budget Holders and Board including the preparation of formal committee reports where necessary.

To ensure the Trust has sufficient, accurate and regular financial information to contribute to the demonstration of Value For Money of the Trust's in-house repairs service

Maximise the Trust's cash flow by ensuring forecasts are regularly updated and used to ensure payments are made timely and loan drawdowns are minimised

To ensure the Finance Team's risk register is kept up to date and design and implement any controls that may be necessary to appropriately deal with any risks identified

To plan, prepare, collate and prepare for approval of the Trust's annual budget in collaboration with the SMT

To minimise the Trust's VAT liability and maximise its partial exemption recovery whilst ensuring the Trust complies with its statutory obligations

To administer the Trust's financial and banking systems

To maintain the Trust's 30 year Business Plan in conjunction with the AD of Finance & Performance

To prepare the Finance team's business plan and objectives and manage the budget accordingly in conjunction with the AD of Finance and Performance.

To lead, motivate, train and recruit as necessary the finance team to ensure that the departments objectives are met

Deputise for the AD of Finance & Performance as and when necessary

To manage the preparation of the Trust's annual Statutory Accounts including managing the external audit of the accounts

### **JOB CONTEXT:**

The Finance department are required to ensure that the Trust's Standing Orders and Financial Regulations are strictly adhered to

Jointly Responsible with AD Finance & Performance for the Finance team's budget of £400k, subject to £10,000 limit for any individual invoice..

Authorised bank signatory up to £1000 individually or unlimited in conjunction with a Director

Member of the Trust's Value for Money working group and other working groups, as required by the role.

### **KNOWLEDGE AND EXPERIENCE:**

Qualified Accountant

Good working knowledge of VAT

Ability to lead and manage a team dealing with diverse and sometimes complex financial issues

Good systems knowledge including a high degree of proficiency in excel

### **ADDITIONAL INFORMATION:**

To keep up-to-date with best practice, new initiatives and business opportunities in all areas relating to this role

Always to work consistently with requirements relating to:

- The Trust's overall need to comply with legislative, regulatory, constitutional and financial requirements and to work to high professional and ethical standards
- The Trust's Equality and Diversity policy
- The Trust's Health and Safety policy
- The Trust's management of risk

Represent, promote and maintain a positive attitude and image for Halton Housing Trust

Carry out any other duties appropriate to this post, as necessary or as requested.

**Signature of Job-holder:**.....

**Signature of Line Manager:** .....

**Signature of Line Manager's Manager**.....

**Date:** .....

***(When completing this document, please refer to the Job Description Guidelines and also append to this document an up to date organisation chart and relevant dimensions)***

# Finance Team

