



Job Description

Job Title: Corporate Finance Manager

POSCODE:

Grade: M

Overall Purpose of Role

This role is accountable to the Head of Finance, responsible for the direct line management of finance assistant finance business partner and finance administrators. The role is to manage the corporate functions of the trust and to provide high quality financial support to Directors, Heads of Service and Service Managers across all service areas.

Main Accountabilities

1	Working as a senior member of the finance team, contribute to the overall strategic and operational management of the provision of Financial Services.
2	Support the Trust to deliver its strategies with an understanding and inputting into the analysis of changes to accounting and reporting requirements.
3	Manage, motivate and develop staff within the Corporate finance team, providing support to ensure that priorities are identified, objectives achieved and to enhance the overall level of performance and team morale.
4	To support services to perform their duties and functions in fulfilment of their financial statutory obligations through the provision of financial advice and ensuring relevant compliance with the Trust's Financial Procedure Rules.
5	To ensure all Vat processes are managed to a high standard and all returns are completed using the MTD process accurately and on time.
6	Working with the head of finance, to manage cash flow and treasury management functions for the Trust. To manage bank accounts including bank reconciliations.
7	To manage the payments team and all associated functions.
8	To ensure the closure of accounts is completed to required timescales.
9	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Finance	CCAB or CIMA Qualified	Essential
	Management Qualification	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Professional Development	Be committed to and have evidence of ongoing professional development as required by the membership of their professional body.	Essential
Financial Policies	Up to date knowledge of financial account policies including IFRS and taxation and be able to interpret and apply as required.	Essential
Understanding of VAT	Understanding of making tax digital, VAT returns required to be submitted to HMRC and VAT processes.	Essential
Understanding of local government	Understanding of how local government works, including the specific complexities of local government finance, and the major influences and challenges it faces.	Essential
Skills:		
Communication Skills	Ability to communicate effectively with professional and technical finance staff and operational managers. Ability to negotiate and influence at a high level.	Essential
Team Management	Ability to lead, inspire and motivate staff and work at a professional level.	Essential
Financial Skills	Ability to interpret and analyse complex data and present to financial and non-financial colleagues.	Essential
Working Relationships	Ability to constructively challenge budget holders on financial issues	Essential

	whilst ensuring a good partnership with the service.	
Time Management	Ability to plan and organise time and resource to ensure deadlines are met.	Essential
IT	Good IT skills, including Excel and Word. Experience of financial management systems.	Essential
Experience:		
Leadership	Proven staff leadership and management experience.	Essential
Finance	Substantial proven experience in the areas of Financial Planning, Control and Reporting and annual financial cycles.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What DBS Level is required for this post?

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home