



Job Description

Job Title:	Operational Finance Manager
Reports To:	Assistant Director of Finance
Direct Reports:	Finance Business Partners; Trainee Finance Business Partners.
Job Purpose:	<p>Provision of financial information, including annual statutory accounts and timely, financial management information.</p> <p>Ensure compliance with all financial, statutory and regulatory requirements through timely completion of returns and appropriate reconciliations</p> <p>Ensure effective control measures in place following effective processes to ensure data accurate transaction posting and data integrity.</p>
Salary Band:	SMT 2

Key Responsibilities

Data Reporting

- To be responsible for all operational activities in the finance team including, but not limited to, the operation of income, expenditure and service charges;
- To review on a monthly basis all Group entity balance sheets and ensure control accounts are completed in a timely manner;
- To maintain the fixed asset register, depreciation calculation and compliance with component accounting regulations;
- To prepare timely and accurate financial management information in line with Corporate requirements and deadlines;
- To assist in the development and delivery of financial management reports for budget holders, managers and the Executive Team;
- To deliver a robust annual budget setting process;
- To ensure all monthly budget monitoring reviews with budget holders are completed and provide support to develop the financial capability of non-financial professionals;
- To assist the AD of Finance in the preparation of reporting papers to both Exec and Board;



- To calculate the annual rent increase in line with rent restructuring and the annual calculation of service charges;
- To assist in the continued development of financial processes and systems, including the documenting of finance procedures and guidance notes, ensuring compliance with best practice;
- To validate the financial element of the Housemark submission, ensuring all figures align with statutory and regulatory returns;
- To seek continuous improvement in the efficiency and accuracy of the service to deliver a customer focused, responsive and Value for Money service;
- To provide cover and support to the strategic financial manager, this will include, but is not restricted to, preparation of cash flows, preparation of statutory accounts, preparation of business plans and review of development appraisals;
- To actively pursue own development and take advantage of learning and development opportunities;
- To carry out any other duties commensurate with the post as necessary.

People Management

- To set, monitor and performance manage objectives for first line reports and the operational finance team as a whole;
- To provide effective management, guidance and support to team members;
- To provide a consistent, excellent service to the Group's customers through the effective management of staff;
- To highlight areas of training and development for individual team members, where required to deliver this training or arrange with HR to source externally
- To manage individual performance in a fair and objective manner, consistent with the organisation's procedures, strategic objectives and values in order to support the delivery of customer focused value for money services
- To manage attendance and absence to ensure continuity of service delivery and ensure that appropriate action is taken, in accordance with the Group's policies and procedures to deal with sickness absence
- To Contribute to Group-wide projects and improvement activities as and when required



Budget & Financial Responsibilities

- To be responsible for the appropriate allocated budget, ensuring effective monitoring and control in accordance with agreed procedures and financial control audit requirements;
- To manage the Group budget setting process in consultation with the AD of Finance;
- To contribute to the compilation of the annual Corporate and Business Plans, setting and monitoring team objectives in accordance with value for money principles.
- To produce reports and provide performance information in a timely manner

Organisational Responsibilities

- To ensure the delivery of departmental strategic objectives;
- To actively scan the external environment including government and legislative changes and make appropriate recommendations to amend service delivery.
- To be responsible for the delivery of the consolidated financial accounts;
- To maintain awareness of existing and proposed legislation and anticipate changes in best practice as they affect issues relevant to the Group and take a proactive approach by recommending service changes to the Assistant Director of Finance.
- To contribute to Group-wide projects and improvement activities, providing advice, guidance and information on solutions to meet current and future business needs.
- To deputise for the Assistant Director of Finance at board or committee meetings as appropriate.

Health and Safety Responsibilities

- To take a lead role in relation to the efficient and effective management of health and safety issues in own business area.

General

- To be able to drive and have a clean current driving licence is essential for this role due to the requirement to drive vehicles as a regular duty;



- To deliver all services in accordance with Wythenshawe Community Housing Group's policies and procedures;
- To promote and embed equality and diversity as an integral aspect of working for Wythenshawe Community Housing Group, leading by example as a manager;
- To ensure value for money in all services provided; striving for continuous improvement;
- To undertake training and attend meetings as required and as directed by Assistant Director of Finance;
- To ensure compliance with relevant legislation at all times;
- To carry out any other duties which are consistent or commensurate with the role and/or as directed by senior management within the Group.

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.



Related Competencies at Fully Effective Level

Efficient and Effective

- Develops a culture where Value for Money is integral to all decision making
- Understands what is good performance for their service area on Value for Money and plans for delivery
- Understands the concept of 'choice' and how organisational choices impact upon their service area
- Measures and understands the value delivered by their service area and how this compares to alternative choices the organisation may have
- Contributes positively to Corporate Performance and supports the organisational delivery of Value for Money

Customer focus

- Builds effective links both within and outside the Group
- Strives for continuous customer service improvement
- Provides first class service and support that exceeds agreed expectations for the customer
- Ensures the business is resolving issues most important to the customer
- Identifies areas of best practice and integrates them into the business
- Achieves customer focused KPIs

Working Collaboratively

- Develops the team to minimise conflict
- Challenges inappropriate behaviour
- Is passionate about the work of the team
- Proactively communicates with external contacts
- Ensures that they role model and promote positive team behaviour
- Initiates business-wide team working and networking activity
- Looks for opportunities to collaborate externally and will act upon these
- Ensures that everyone in the team understands their contribution to the Group

Organisational awareness

- Makes sound decisions in complex/urgent case and implements practical solutions
- Involves others to encourage acceptance and support decisions
- Spots trends in information that can support and improve the work of the Group

Challenges and learns

- Shows ingenuity when faced with difficult situations
- Actively supports and promotes innovation



- Adapts style and approach to meet departmental needs and changing demands
- Challenges the traditional way of developing people
- Introduces innovative development activities

Leading and Motivating Others

- Manages others through establishing mutual respect and understanding and creates an empowered environment
- Creates challenging opportunities for all
- Role models a range of leadership styles and holds people to account
- Shares success by privately and publicly praising teams and individuals
- Achieves results through effective performance management techniques