



## **Person Specification**

### **Operational Finance Manager**

<b>SECTION</b>	<b>CRITERIA</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"><li>• Excellent standard of literacy and numeracy;</li><li>• CCAB qualification/equivalent is essential.</li></ul>
<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a busy finance environment in a similar role</li><li>• The ability to effectively time manage and prioritise a varied workload</li><li>• Be able to communicate effectively at all levels</li><li>• Have a flexible approach to working, being able to work on own initiative and as an effective member of a team</li><li>• Experience of completion of management and financial accounts and the associated statutory and regulatory returns</li><li>• Experience of balance sheet reviews including complex control account reconciliations</li><li>• Experience in the production of timely financial management information; budgetary review and variance analysis</li><li>• Commitment and understanding of the need to deliver services with a clear focus on value for money</li><li>• Have strong technical accounting skills and a good attention to detail</li><li>• Have strong IT skills, particularly in Excel</li><li>• Experience of working with VAT</li></ul>

<b>Key Responsibilities of Role</b>
<ul style="list-style-type: none"> <li>• Preparation of financial information for all group companies to ensure compliance with regulatory and statutory regulations;</li> <li>• Preparation of the consolidated monthly financial management information pack in line with the monthly deadlines, for review by the AD of Finance;</li> <li>• Manage the Group's financial records by ensuring the completion of appropriate monthly accounting procedures and;</li> <li>• Assist in the delivery of the annual budget and ensure ongoing effective timely budget monitoring</li> <li>• Completion of the Group's regulatory and statutory returns to the prescribed deadlines;</li> <li>• Preparation of Group and Subsidiary accounts for the Group Board, Subsidiary Boards and Finance Committee, including the posting of intercompany transactions under the prescribed transfer pricing mechanism;</li> <li>• Prepare reports to assist Budget Holders in identifying value for money savings, and monitoring the delivery of those savings.</li> </ul>
<b>Key Team Relationships</b>
<p><b>Key Internal working relationships are with:</b></p> <ul style="list-style-type: none"> <li>• Senior Managers</li> <li>• Assistant Directors and Executive</li> <li>• Operational Teams across the Group</li> <li>• Colleagues and service users</li> </ul> <p><b>Key External working relationships are with:</b></p> <ul style="list-style-type: none"> <li>• Third party suppliers</li> <li>• Partners / Agencies</li> <li>• Contractors – providing agreed services on the Groups behalf</li> </ul>