

JOB DESCRIPTION

Job Title	Finance Manager
Department	Finance & Treasury
Reporting Line	Finance Director
Management of	Financial Accountant/ Financial Administrator
Location	Head Office -Harpenden
Date created:	May 2021
Review date: February 2022	May 2022
Version Number:	1

PURPOSE

The Finance department has responsibility for recording, controlling and reporting all cash flows within the Society as well as the management and financial accounting functions of the Society.

The role has responsibility for a broad range of financial activities, including statutory & regulatory reporting, tax reporting, budget and forecasting, payroll, fixed asset control and reporting to the business and Board of the Society as appropriate.

KEY AREAS OF RESPONSIBILITY

Accountabilities

This challenging role will work closely with the Finance Director and will, on a day to day basis, manage the Finance team.

General responsibilities will include but are not unlimited to:

- Responsibility for the review and submission of monthly management accounts
- Responsibility for preparation of statutory accounts including supporting schedules
- Approval of financial returns
- Monitoring of financial limits and thresholds
- Production of financial information for board and committee reporting
- Oversight of all financial management information reporting within the Society
- Ownership of annual budget cycle
- Ownership of financial forecasting
- Responsible for maintenance and upgrade testing of all finance systems
- Ensuring all activities meet and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care

- Protecting the culture and standards of the Society in respect of its dealing with staff, members and external relationships

Other Responsibilities

- Ensure all activities meet and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care;
- Protect the culture and standards of the Society in respect of its dealing with staff, members and external relationships.

Qualifications, skills and experience

- Experience operating within the Financial Services Sector is essential, preferably within Retail Banking
- Qualified Accountant with significant post qualification experience
- Ability to demonstrate leadership through their actions, taking ownership and successfully delivering projects and initiatives
- Line/team management experience is essential
- Strong analytical skills and self-motivation will be key requirements
- Experience operating within a Building Society or retail lending business would be advantageous as would exposure to 'back office' treasury functions

AGREEMENT

Employee Signature: _____ **Date:** _____

This job description describes the principle purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.