

Job Description

	Finance Manager
Role:	<p>The has responsibility for the smooth and efficient running of the Finance Department including the day to day supervision, motivation and development of the Finance team, and the departments' objectives.</p> <p>On a day to day basis the Finance Manager will also assist the Finance Director (FD) with the management accounts, budgetary control and financial forecasting development, Products performance analysis, Treasury and risk reporting, financial accounts, and regulatory reporting.</p> <p>Must champion TCF principles & policies.</p>
Main Duties:	<p>Overall responsibility for:</p> <ul style="list-style-type: none">- Ensuring a consistently high quality of work and analysis from the department- Annual budget compilation and quarterly review process- ALMIS (forecasting Software) Development- Financial forecasting and scenarios- Stress testing- Driving through greater automation and efficiency of processes within finance- Treasury 'Back Office' including ensuring compliance with the treasury policy- Meeting all Finance deadlines including Board/Committee, Executive and Regulatory- Sage accounting system- Finalising the draft Groups accounts including printers proofing- Finalising the draft Charitable Foundation and Roseville Court accounts- Finalising the draft tax computations and iXBRL documentation- Summit (core system) testing of Finance related processes and reports.- Approving the content and submission of Regulatory and Board/Committee reports- Staff appraisal, grievance and disciplinary matters <p>- On-going consideration of departmental risks, controls and procedures</p> <p>- Ad-hoc projects and tasks as required by the FD</p> <p>- Must complete all necessary training</p> <p>- Must comply with the Society's policies and procedures at all times.</p>
Attributes:	Refer to Person Specification
Responsible to:	Finance Director

This job description is written in good faith as an overview of the role, main duties and attributes of your position. It is not a definitive document and where it comes into conflict with other contractual documents such as the staff manual or statement of particulars, they will prevail. Your job is likely to evolve and change over time and it is not our intention to keep this job description up to date in every respect. Your attention is drawn therefore to the fact that you will be expected to perform other duties and tasks at the discretion of your Supervisor, Manager or Executive.

**Person Specification
Finance Manager**

Factor	Essential	Desirable
<u>Qualifications</u>	CCAB qualified accountant with a minimum three years post qualification experience	
	Demonstrated continuing professional development	
<u>Experience</u>	Substantial post qualification experience in a senior role	Experience working in a senior role in a complex finance department, and more particularly, within a building society, bank or insurer
	Experience of Managing a Finance Team	
	Experience of financial Planning and Budgeting Experience of financial Reporting	Having an advanced understanding of financial risk and planning including specifically Liquidity and Capital.
<u>Skills & Knowledge</u>	Able to interpret financial data and present reasoned information in a clear and meaningful way including able to assimilate information quickly and identify the Society's required areas of change.	Financial services experience Experience and knowledge of PRA regulatory liquidity and capital requirements
	Proven knowledge and understanding of financial systems including spreadsheets, databases, general ledger, treasury and forecasting systems Advance Excel and modelling skills	Experience of forecasting software such as ALMIS Experience or knowledge of treasury operations including use of gilts and treasury bills
	Able to prioritise workload, follow procedures, and manage time in order to produce accurate, timely and thorough work whilst also effectively managing a team Strong attention to detail	
	Able to lead by example and foster a positive team ethic, recognising the skills and attributes of others, working as part of the team and also able to work on own initiative without close supervision	
	Excellent written and verbal communication and interpersonal skills with people at all levels of the business Excellent report writing skills	
	Able to adopt flexible working patterns to ensure all Statutory and Society deadlines are met	
	Able to provide excellent customer service and to embrace the principles of Treating Customers Fairly	
	Excellent time keeping and attendance	