



THE ROLE

Financial Accounting and Compliance Manager

Department:	Finance & Pay
Role Code:	
Grade/Role:	12 with 3 month notice period.
Responsible to:	Assistant Director of Finance
Responsible for:	Finance Process Manager and Finance Manager - Reporting
Date Revised:	June 2024

Job Purpose:

To protect and save life, property and the environment by supporting the Deputy and Chief Financial Officer by ensuring that there is effective compliance.

Main Duties and Responsibilities:

1. Line Management responsibility for Finance Process Manager and Finance Manager - Reporting. Accountability for the staff and accounting output within these areas. Coach and support the team members in their continued development and training in order to meet the team and wider service objectives.
2. Completing Manager Self Service (MSS) processes where appropriate, including approval of absences, appraisals, disciplinaries and grievances
3. Implement best practise processes and checks to ensure numbers and balances are up to date and accurate within the team. To ensure compliance with current and future legislation.
4. Continue development of the transactions and finance team to ensure there is resilience for Financial Accounting reporting and processing.
5. Managing the relationship with the Internal Auditors. This will include co-ordinating the annual program of work within the organisation and ensuring a smooth delivery of the audit program. Management of audit actions. Preparation of internal report and presenting this to the Audit committee and other relevant boards.
6. The lead role in the annual statutory audit process and preparation of the annual financial statements (including preparation under International Accounting Standards). To prepare, organise, monitor and review work in respect of technical working papers for the closure of accounts and to ensure accuracy and compliance with all accounting regulations and Codes of Practice.

Role Profile

7. Manage & oversee the organisations Capital Program reporting. This will include ensuring sufficient practices are in place to justify capital projects along with the accurate and timely reporting of spend against projects. Ensuring Capital policies are reviewed on a timely basis. Attend the Sub Group meetings for Fleet, Property and ICT. Member of Asset committee.
8. Ensure compliance with financial regulations and professional accounting standards and setting / reviewing of policies (eg. MRP / Capital Reserves) to ensure they are sufficient.
9. Responsible for Treasury Management of the Service, monitoring cash flow and maximising the investment of surplus funds.
10. Responsible for review of VAT returns prior to the submission of returns and to ensure that the service is compliant with Vat rules and regulations.
 - To be an integral part of the Audit Committee. Liaise with Directors to collate the reports for Committee
11. Co-ordination/completion of relevant statutory returns as required. Review those prepared by others prior to sign off.
12. To take on and lead new projects, in line with changes in regulations.
13. Producing reports and analysis within a timely manner, as required within the role.
14. To participate in other organisational boards as required within the role.
15. To undertake any reasonable additional tasks as deemed necessary to fulfil the role.
16. Any other duties commensurate with the responsibilities and grading of the post.
17. Maintain and update key financial strategy documents including Capital, Reserves, MRP Strategy and Treasury Strategy.
18. Develop working relationships with stakeholders (counterparts at Essex police to work collaboratively on standardising approach to reporting to PFCC from both services. Also to align Strategy reviews to enable a joint approach.
19. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.