



THE ROLE

Finance Process Manager

Department:	Finance & Pay
Role Code:	FI05
Grade/Role:	10
Responsible to:	Financial Accounting & Compliance Manager
Responsible for:	Line management responsibility
Date Revised:	August 2024

Job Purpose:

To protect and save life, property and the environment by being responsible for the treasury function of the Authority incorporating management of purchase and sales ledgers, cash and cash flow control. Actively participating in monthly financial reporting, against budget and preparation of Annual accounts.

Main Duties and Responsibilities:

1. Responsible for daily cash management including investment of surplus cash and transfers between operating bank accounts in accordance with bank facilities. Daily monitoring of bank account movements.
2. Monitor cash flow against forecast with investment recommendations on a daily basis and suggest investment projections for up to three months in advance. Work with Deputy Director of Finance to set up new investment facilities.
3. Manage the Accounts Payable Team of ECFRS; verifying suppliers, invoice input via OCR, order matching and allocation to appropriate budget. Timely resolution of disputed invoices and other supplier invoice queries, including supplier account reconciliations, monitoring and actively improving KPI's.
4. Management of the Accounts Receivable Team of ECFRS; sales ledger and credit control, general income and secondments c. £4.5m. Minimise debt position by liaising with Credit Agencies, monitoring and actively improving KPI's.
5. Responsible for reconciling the payroll journal back to supporting HR records and investigating/resolving any errors. This is a complex area and requires a working understanding of payroll, deductions and PAYE.
6. Key participation in the year end accounts process, including production of audit deliverables pack. To liaise with external and internal auditors about all finance processing matters.

Role Profile

7. Manage and authorise weekly payments of supplier's invoices to the value of £1m plus via the Lloyds link system. Management of processing Barclaycard purchase cards value limit £200K.
8. Manage the petty cash for all stations and act as a super user and key contact for the Service's expenses system.
9. Preparation and reporting of monthly KPI's for the Processing team.
10. To advise on VAT issues, manage the production of monthly VAT returns and perform the annual partial exemption calculation.
11. Manage and process monthly entries for accruals, prepayments and other key month end entries, including reconciliation of accounts to facilitate accurate reporting on month end and year end accounts.
12. Make recommendations as a finance lead to support projects. Manage and control project analysis codes and produce finance reports.
13. Manage and maintain the Finance Process sections of the financial procedures manual and ensure compliance, as well as the Processing Team's day to day finance procedures.
14. Work with Departmental Managers to ensure that the finance system and processes are used efficiently.
15. Manage and liaise with the Essex County Council Pensions Team to process retirement payments and lump sums, ensuring compliance with HMRC.
16. Support the Deputy Director of Finance by producing and reviewing the monthly finance report, monthly key performance indicators and monthly balance sheet reconciliations. Monitor and action journal entries and ensure that they are properly authorised.
17. Manage and develop self and others to improve personal and team performance and deliver objectives.
18. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager.
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.
20. Any other duties commensurate with the responsibilities and grading of the post.