

West London Waste Authority

Job Description

Job Title:	Finance Manager
Responsible To:	Finance Director, West London Waste Authority
Responsible For:	Finance Team (5 employees)
Main Function of Job:	To lead and ensure the delivery of a full range of financial, IT, facilities management and administrative services for the Authority and supporting / deputising for the Finance Director
Salary:	TBC
Basic Hours:	36 hours per week
	Principal location: Head Office, Unit 6 Britannia Court, The Green, West Drayton

Duties and Responsibilities:

1. To carry out all duties in a responsible and professional manner, work collaboratively with colleagues and show initiative and flexibility in meeting the necessary priorities so as to enhance the efficiency of the Authority
2. To prepare reports to the Authority and Audit Committee, briefing the members, Managing Director and Chief Officers accordingly and to support the Finance Director and Chief Officers in preparing reports.
3. To report to the Senior Management Team on financial matters and provide professional advice on its financial performance, the financial implications of potential decisions, and long-term financial strategy.
4. To represent the Authority at stakeholder, partnership and other forums.
5. To contribute towards setting the Authority's strategic objectives, business plan and policies and to lead and support the implementation of actions to deliver them.
6. To prepare, recommend, and monitor the Authority's revenue budget, expenditure and capital programme highlighting variances and risks.
7. To prepare, recommend, monitor and maintain the Authority's long term financial plan including investment proposals.
8. To regularly review and update the Authority's financial policies ensuring they provide an effective system of financial control at all times
9. To be responsible for the Corporate Risk Register, ensuring it is reviewed and updated on a regular basis.

10. To build strong and positive relationships with the Boroughs, ensuring and developing the range of services delivered to each other.
11. To prepare the Authority's Annual Statement of Accounts for approval by the Treasurer.
12. To lead and manage the delivery of back office functions and procure, negotiate and monitor the Authority's contracts/SLAs for office-based services including IT, photocopier(s), insurance, telephony, utilities, stationery, finance, treasury management, HR, committee services and legal advice.
13. To lead, manage and develop the finance team ensuring the effective motivation of a mixture of professionally qualified, technical specialists, managers and administrative employees
14. To lead and deliver transformation projects to deliver continuous improvement and manage the change and to support projects across the Authority
15. To provide timely and accurate management information, including the completion and submission of statistical and financial returns by the team in accordance with prescribed deadlines.
16. To manage office accommodation and facilities ensuring that the Authority meets its legislative and statutory requirements as an employer.
17. To be responsible for compliance with GDPR across the Authority, Freedom of Information Act requests, waste flow modelling, statutory environmental information and similar matters within the Authority.
18. To be responsible for the development, preparation and review of key performance indicators for the Senior Management Team and Authority.
19. To manage the Internal and External Audit relationships ensuring appropriate procurement, plans, delivery and reporting to the Authority.
20. To manage the budgets totaling £1 million for the areas of responsibility identified above.

The post holder is subject to a check by the Disclosure and Barring Service (DBS).

West London Waste Authority is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

PERSON SPECIFICATION:**VALUES AND BEHAVIOURS**

	Values and Behaviours	Recruitment and Selection	
		Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
1	My team is able to make decisions at the right level, without having to refer to me	E	A, I
2	I ensure the needs of different communities are understood and addressed	E	A, I
3	I challenge others, and deal with challenges in an honest and constructive way	E	A, I
4	I am a role model for the Authority's behaviours and lead by example	E	A, I
5	I make decisions within the scope of my authority, rather than refer them up the line	E	A, I
6	I take responsibility for making sure that taxpayers' money is spent effectively	E	A, I
7	I make sure I know what others are doing in order to do my job well	E	A, I
8	I am flexible in my work and can change what I'm doing in order to meet priorities	E	I
9	I treat everyone fairly, with respect and value differences.	E	A, I
10	I do what I say I will do, when I've promised to do it, or let people know why not	E	A, I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

	Qualifications	Recruitment and Selection	
	<p>ACCA/ Qualified CCAB Accountant with evidence of CPD</p> <p>Project Management or change qualification (PRINCE, six sigma)</p>	<p>Essential (E), Desirable (D)</p> <p>E</p> <p>D</p>	<p>Assessed by; Application (A), Interview (I), Certificate (C), Other Test on-site (O)</p> <p>A, I, C</p> <p>A, I, C</p>
	Experience	Recruitment and Selection	
	<p>Experience of leading, developing and motivating staff to improve service delivery</p> <p>An understanding of public finance and experience of financial and management accounting</p> <p>Effective project management skills with a record of successfully managing significant projects</p> <p>To have the ability to challenge, inspire, enable, model, encourage others and be able to delegate, in relation to varied topics, including equality and diversity issues</p> <p>Experience of delivering cost savings by refining and improving processes</p> <p>Experience of preparing reports on complex issues which are analytical, present clear options for decision and are accessible to lay people</p> <p>Experience of building partnership relationships and</p>	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, O</p> <p>A, I</p>

	working with a range of stakeholders and strong interpersonal, negotiating and influencing skills	D	A, I
		E	A, I
	Experience of public procurement	E	A, I
	To be an excellent team player		
		E	A, I, T
	To possess problem solving skills		
		E	A, I, T
	Excellent oral and written communication skills		
	Excellent IT skills, particularly MS Excel	E	A, I, O
	An understanding of the relationship between the service finance function and the wider financial strategy of the Authority	D	A, I, O
	Up to date knowledge of legislation affecting Local Government finance and service delivery	E	A, I, O
	Experience of complex billing files, payment mechanisms and waste flow modelling		