



ROLE: Finance Manager

GRADE: C - Competitive salary and package depending on experience

Date: July 2020

Role	Need to do	Need to know	Values and Behaviours
<p>Role Purpose:</p> <ul style="list-style-type: none"> As a key member of the Finance team, the Finance Manager will be responsible for supporting the Head of Finance in ensuring the effective and efficient delivery of the company's financial operations. The role will be responsible for financial reporting and management accounting, budgeting, regulatory reporting, cost-sharing reporting to partner funds and operational finance. <p>Financial:</p> <ul style="list-style-type: none"> Wide range of financial responsibilities as set out in the authorised signatory list and financial policies and procedures as well as other relevant policies. 	<p>Outcomes:</p> <ul style="list-style-type: none"> To play a key role in preparing LGPS Central Limited's annual report and accounts and the report and accounts of investment products. To contribute towards the completion of periodic returns required by the regulator. To assist in preparing and monitoring the annual budget and cash flow forecasts. To calculate charging bases and levels and generate income accordingly. To support the Head of Finance in monitoring and report on regulatory capital requirements. To provide information and advice to the Head of Finance and other managers on financial matters, including projects and business cases. To assist in the development of a range of policies for approval by the Board, and monitor and ensure compliance with these: <ul style="list-style-type: none"> Procurement Policy Treasury Management Policy Accounting Policies To assist in the procurement and management of a range of services provided by external suppliers: <ul style="list-style-type: none"> Bank External Auditor Finance System Provider Payroll Provider Tax Adviser Procurement Adviser To assist in the liaison with external and internal audit, including working with auditors to develop audit plans and monitoring performance against these. 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> Able to communicate complex and highly technical matters in a way which is understandable and relevant. Strong reasoning and problem-solving skills, able to develop pragmatic solutions to complex problems. Good report-writing and verbal communication skills. Active participant in continuous professional development, with an up-to-date knowledge of relevant accounting, finance, investments and pensions matters. Able to motivate and inspire junior members of the Finance team to develop themselves and perform to a high level. Able to build effective relationships at all levels of the company. Highly organised and able to work to deadlines and manage competing priorities under significant time pressures. Good interpersonal, communication and people management skills. Able to communicate complex and highly technical matters in a way 	<p>Values:</p> <ul style="list-style-type: none"> Integrity Client Focus Supportive Workplace Togetherness Cutting Edge <p>Behaviours:</p> <ul style="list-style-type: none"> Open, fair and transparent Honest and trustworthy Empowered in making right decisions Accountability for results and delivery

<p>Non-Financial:</p> <ul style="list-style-type: none"> • Health and Safety • Performance management and reporting <p>Delegated Authority Levels:</p> <ul style="list-style-type: none"> • As set out in authorised signatory list. <p>Reports to:</p> <ul style="list-style-type: none"> • Head of Finance <p>Relationships Internal:</p> <ul style="list-style-type: none"> • Executive Directors, Board, Non-Executive Directors, Heads of Service, Portfolio Managers and other LGPSC staff 	<ul style="list-style-type: none"> • To manage the day-to-day delivery of efficient and effective operational financial services (supplier payments, debtor management and banking). • To carry out daily treasury management activities, including effective consideration and management of the risks inherent in treasury management. • To operate the company's computerised accounting system, including the operation of effective controls and reconciliations, training and supervising the work of junior staff in using the system. • To use and act as administrator of the company's computerised system for monitoring alternative investments, including the entering of transactions and the operation of effective controls and reconciliations where required. • To assist the Head of Finance in identifying financial risks and take steps to manage and mitigate these, reporting as appropriate. • To support the Head of Finance in working with partner funds to develop effective financial reporting for clients. • To make a significant contribution to the work of the Finance team and the wider company. • To assist the Head of Finance in ensuring that the skills and knowledge of the Finance team are developed to a high level, and to be an advocate of continuous professional development. • To promote the work of the Finance team within the company, including the delivery of financial training and financial advice and support to managers. • To actively identify opportunities for continuous improvement within the Finance team and implement them swiftly and effectively. • To participate in cross-organisational groups and build effective working relationships with peers in other organisations. • To support the Head of Finance in the management of the Finance team, including line management responsibility for a small team, and to deputise for the Head of Finance as required. 	<p>which is understandable and relevant.</p> <ul style="list-style-type: none"> • Strong reasoning and problem-solving skills, able to develop pragmatic solutions to complex problems. • Good report-writing and verbal communication skills. • Active participant in continuous professional development, with an up-to-date knowledge of relevant accounting, finance, investments and pensions matters. • Able to motivate and inspire junior members of the Finance team to develop themselves and perform to a high level. • Able to build effective relationships at all levels of the company. • Highly organised and able to work to deadlines and manage competing priorities under significant time pressures. • Good interpersonal, communication and people management skills. <p>Qualifications</p> <ul style="list-style-type: none"> • Qualified CCAB/CIMA Accountant; or • Part-qualified CCAB/CIMA Accountant with strong relevant experience. 	
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LGPS Central Limited provides an exciting, supportive and family-friendly working environment, and we are committed to helping our people achieve their full potential and a healthy work-life balance. We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.