

Job Description - Finance Team Leader (PB5)

Job summary

The Business Support team provide a support service to the district's operations. As a key member of the team, you will play an essential role in leading the day-to-day finance function on behalf of the Finance and Business Manager and in supporting the achievement of our strategic business objectives. You will be responsible for ensuring financial transactions are processed by the team, efficiently, accurately and within agreed timelines, achieving full compliance with established policies, procedures and service level agreements. You will liaise effectively with internal and external stakeholders, collating and dissemination information as required. You will work alongside the Office Manager, the Finance and Business Support Manager, the Business Support team and other colleagues as needed.

Key responsibilities & accountabilities

Management Duties

- Lead the business support and finance function to achieve the monthly, quarterly and year end timetables
- Undertaking regular 1-2-1's with each staff member, setting and reviewing objectives based on district strategy, and ensuring timely dissemination of communications
- Identifying training gaps and ensuring the ongoing development of all team members
- Appropriate delegation of tasks amongst the team members and ensure the team prioritise workload
- Ensure cross functional training to remove silo working practices delivering flexibility and district cover
- Engaging in training and CPD to effect compliance with policy updates and accounting standards
- Ensure Health and Safety compliance within the team, including attendance at mandatory training.
- Encouraging process improvement opportunities, collaborative and team working to streamline tasks, boost team efficiency and promote best practice.
- Maintaining a positive outlook and promoting wellbeing within the team
- Deputising for the Finance and Business Support Manager and the Office Manager

Finance Duties

- Ensure transactions are processed in accordance with Forestry England financial procedures and policies, to include: the delegation of authority and accurate coding and VAT treatment
- Oversee the district cash account reconciliations
- Ongoing development and adherence to district month end timetable to ensure accurate capture of accruals, provisions, capitalisation and income drawdowns
- Assist in the preparation of the district's annual business plan
- Assist in the preparation of the monthly business management report and revised forecasts.
- Assist in the preparation of finance workbooks (2 per annum) for submission to the national office.
- Assist in budget monitoring; tracking financial performance, analysing income and expenditure and investigating variances against budget/forecast
- Liaising with district colleagues, customers, suppliers, and national office colleagues, ensuring a high level of customer service at all times
- Acting as the finance liaison for district audit and other national team requests
- Provide other financial support for the wider team, as and when required

Other Duties

- Occasional travel to other sites, potentially with overnight stays to attend meetings/training.
- Perform other reasonable duties as required.

Skills, knowledge & experience

Essential professional and technical experience

- Demonstrable leadership, collaboration and customer service skills, gained through professional, voluntary or other relevant experience.
- Over 2 years' experience in Accounting and Finance, with a particular focus on Management Accounting
- Effective decision making - ability to prioritise and adhere to monthly finance timetables
- Communication - ability to provide clarity and enthusiasm
- Aptitude for IT including excel, and finance systems
- Changing and improving - a willingness to develop self and others with a drive for continuous improvement

Qualifications

Essential

- A GCSE in Maths and English or functional skills equivalent
- Obtained or working towards a professional accounting qualification such as ACCA/CIMA/AAT or qualified by experience.

Desirable

- Degree in accounting, business or other relevant professional qualification.