

JOB DESCRIPTION

Job Title	Finance Manager
Grade	SEO
Salary	£43,300 - £47,939 per annum (SEO Accountant: £49,901 to £54,851 per annum for CCAB qualified accountant)
Location	Westminster, Central London
Contract Type	Permanent
Hours	Full-time
Reports to	Director of Finance and Resources
Purpose of the job	<p>The Children's Commissioner for England sits at the heart of Government, delivering for children, and championing their voices and needs. This includes a particular responsibility towards children who rely on the state for their safety or protection.</p> <p>The Children's Commissioner is a unique statutory role with powers to help bring about long-term change and improvements for children. Their messages to policy and decision makers, leaders of industry, charities and sometimes parents provide insight, evidence and challenge to us all to provide the best support possible for children as they grow up.</p> <p>The Corporate Services team ensures the effective delivery of all internal support services and those provided through shared services agreements. Support services include governance, finance, commercial, risk management, HR, IT, office and buildings management.</p> <p>Working closely with the Director of Finance and Resources, this role will manage the operational delivery of all aspects of the Children's Commissioner's financial operations to ensure efficient financial transactions, business planning and modelling.</p> <p>The role will be instrumental in the development of systems and processes and build effective relationships across the organisation to ensure effective financial delivery.</p>
Specific duties	Financial Management

- Ensure all financial controls, policies and procedures operate effectively and on a timely basis.
- Manage the monthly payroll process to ensure accuracy of processing, journals and reporting.
- Monitoring of aged debtors and creditors, and authorisation of supplier payments.
- Manage the monthly drawdown of cash and ensure effective cash management and forecasting.
- Development and delivery of effective finance processes and systems, including the Dynamics Business Central finance system, 'Jet' reporting tool, and Access Payroll, liaising with external parties as appropriate.

Financial Reporting

- Month-end management accounts
 - Perform month-end processes including journals and month-end reconciliations, and review journal and reconciliations performed by the Corporate Services Assistant.
 - Produce first draft management accounts, forecasts to year-end and commentary.
 - Identify, investigate and report exceptional variances, and trends.
- Statutory Annual Report and Accounts
 - Manage the production of the first draft year-end accounts and audit working papers, with the support of the Director of Finance and Resources.
 - Support the production of the Annual Report.
- Returns
 - Produce pension, HMRC and cabinet office returns.
 - Produce monthly and annual returns to DfE's central finance team to allow for accurate and timely consolidation into the department's accounts.
- Audit and Risk Committee
 - Write and review papers as required for the ARC committee.

Audit

- Liaise with Internal and External auditors to ensure the effective delivery of all finance audits; review advance requests from auditors; locate documents and extract data from the finance system; prepare files and folders ready for inspection.

Budgeting

	<ul style="list-style-type: none"> • Manage the budget setting process and forecasting process with the support of the Director of Finance and Resources. This will include the administration, programme, capital and depreciation budgets as relevant. • Support budget holders in the development of budgets and commentaries, and engage in first draft review of budgets. • Produce first draft budget for presentation with the support of the Director of Finance and Resources. • Liaise with the HR Manager in the production of staffing budgets and models. • Support the Director of Finance and Resources with the maintenance and update of the long-term finance model based on business planning. <p>Business Partnering</p> <ul style="list-style-type: none"> • Provide support to Directors and budget managers throughout the year in the development and management of budgets, ensuring the effective use of budget. • Support staff in resolution of finance and funding queries. • Support staff in the developments of costings for business cases. <p>Team Management</p> <ul style="list-style-type: none"> • Line management of the Corporate Services Assistant including scheduling of work, monitoring of performance, formal appraisal, coaching, and training and development. <p>Team Working</p> <ul style="list-style-type: none"> • Work effectively with the corporate services team to deliver business objectives. • Provide regular updates and reports to the Director of Finance and Resources on projects and tasks. • Liaise with key DfE contacts in support of service delivery, representation on project groups as required. <p>Other</p> <ul style="list-style-type: none"> • Maintain up-to-date knowledge of financial standards, government reporting requirements and legislation, and implement changes for systems and reporting as required. • Undertake similar tasks as required and willingness to work flexibly to meet the delivery requirements of a small finance team.
<p>Safeguarding</p>	<p>All staff have a responsibility to safeguard and promote the welfare of children and young people.</p>

	The post holder will undertake appropriate levels of training and is responsible for ensuring that they understand and work in line with the Children's Commissioner's safeguarding children and young people policy and associated guidance.
Changes	This is a description of the job as it is presently constituted. It is CCo's practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with you. It is the aim of CCo to reach mutual agreement on any changes however should agreement not be possible, it reserves the right to insist such changes through consultation with you.
Date	November 2023

PERSON SPECIFICATION

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Either Qualified (CCAB) Accountant, Qualified by experience, Finalist. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Knowledge of Government and Government reporting requirements. • Knowledge of Government Accounting and processes. • Knowledge of MS Dynamics/Business Central.
Experience	<ul style="list-style-type: none"> • Demonstrable financial management and reporting experience. • Experience of managing a computerised accounts system. 	<ul style="list-style-type: none"> • Project management experience. • Experience of managing payroll.
Skills	<ul style="list-style-type: none"> • Competent in the use of Microsoft office/ in-house systems. • Highly numerate, enjoys working with numbers, with excellent attention to detail and a thorough approach to generating and checking documents. • Excellent Excel skills, confident with the use of formulas and able to create and manipulate spreadsheets. • Very good analytical and problem-solving skills. • Good written and verbal communication skills, including ability to write clear, concise reports highlighting key issues. • Good organisational skills, efficient in prioritising, 	<ul style="list-style-type: none"> • Experience of providing secretariat support to groups and boards. • Advanced Excel skills.

	<p>planning, and monitoring of workflows/loads and the ability to work independently.</p> <ul style="list-style-type: none"> • Skilled in working flexibly across competing and changing demands and tasks. 	
Abilities	<ul style="list-style-type: none"> • Ability to plan, prioritise and work across diverse workload. • Ability to initiate and develop effective relationships with colleagues and work collaboratively with stakeholders. • Ability to use discretion and diplomacy, and to demonstrate sensitivity when handling confidential information. • Self-starter with desire and willingness to learn and develop in role. • Willingness to keep up-to-date on relevant policy and procedures in line with the duties identified in the job description. 	
Personal qualities	<ul style="list-style-type: none"> • Drive and commitment to producing high standards of service with real attention to detail, customer care, and an ability to deal effectively with the conflicting demands of various stakeholders. • A strong commitment to providing excellent customer service. • Team player with the ability to work independently and proactively to complete routine tasks in delegated areas. 	<ul style="list-style-type: none"> • Appreciation of what is important to children and young people and the issues confronting them. • Flexible team-working approach.

- Understanding of (and commitment to) equality and diversity issues.