

Job Description

Job Title:	Financial Transaction Manager
Directorate/Team:	Finance and Business Hub
Location:	16 Summer Lane, Birmingham, B19 3SD
Responsible to:	Chief Accountant
Responsible for:	1
Key working relationships: (internal)	Finance and Procurement teams, Budget Holders, WMCA's suppliers and service providers.
Key working relationships: (external)	

Purpose of the Post

The role will be responsible for leading and setting direction on the management of efficient financial transactions processing whilst ensuring that all financial transactions comply with the authority's financial regulations, relevant legislation and best practice. You will also develop your team, encouraging knowledge sharing across the team and drive our vision for continuous improvement in financial transaction processing.

Accountabilities (Deliverables)

- Lead and manage the end-to-end processing of financial transactions, ensuring accuracy, timeliness, and compliance with financial regulations and VAT legislation.
- Build and maintain effective relationships with internal teams, suppliers, service providers, and WMCA subsidiaries to ensure smooth financial operations.
- Drive continuous improvement by implementing audit recommendations, streamlining workflows, and adopting best practices in financial transaction processing.
- Provide insightful monthly performance reports using financial data analysis to inform decision-making and highlight key metrics to senior leadership.
- Develop and support the Financial Transaction team, fostering a collaborative environment that promotes learning, growth, and knowledge sharing.

Responsibilities (Duties)

Strategic

- You will oversee supplier and service provider relationships, ensuring that payments are made and queries are responded to in a timely way.
- You will oversee customer relationships and ensure payments due from customers are collected in a timely way.
- You will ensure that all transactions are recorded accurately in the Finance system, all approvals are in accordance with the authority's scheme of delegation and that VAT is accounted for correctly.
- You will analyse financial transactions data to identify trends, anomalies and areas for improvement and provide accurate and up to date monthly performance reports highlighting key performance indicators and financial metrics to the Finance and Business Hub Senior Leadership Team.

People

- You will engage with and develop strong working relationships with key staff across the authority to ensure that purchase orders are raised in a timely way and that payments are made and monies are collected in accordance with agreed terms.
- You will also engage with and develop strong working relationships with key staff in the WMCA Group to ensure that WMCA's subsidiaries' financial transactions are processed in a timely way.

- Foster a collaborative and positive working environment, promoting teamwork and knowledge sharing within the team.
- Lead and manage the Financial Transaction team members, helping them to ensure their development needs are met and their potential is realised.

Operational

- As the Financial Transaction Manager, you will be accountable for leading and managing the efficient processing and recording of financial transactions including purchase orders, accounts payable, accounts receivable and other cash receipts.

Financial

- You will lead on the implementation of audit findings recommendations, research best practice, and identify opportunities for improvement, streamlining workflows and increasing efficiency to ensure a culture of continuous improvement.
- You will implement and maintain systems, processes, procedures and training material relating to purchase ordering, accounts payable, accounts receivable and cash receipts.
- You will stay abreast of changes in relevant standards, VAT regulations and other relevant legislation to ensure WMCA's compliance.

Other

- The duties and responsibilities in this job description are not exhaustive and the jobholder may be required to undertake other duties within the general scope of either the level or nature of the post.

Person Specification (How Evidenced Key: A = Application, I = Interview, T = Testing/Assessment)

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Leading and managing a financial transactions team	X		X	X	
Liaising with internal and external auditors	X		X	X	
Delivering continuous improvements in financial transactions processing		X	X		
Skills / Knowledge	E	D	A	I	T
Leading and managing a team	X		X	X	
ERP finance systems	X		X	X	
Strong numeracy skills	X		X	X	
Strong communication and influencing skills	X		X	X	
Strong IT skills including Excel, Word and Powerpoint	X		X	X	
Knowledge of relevant VAT regulations	X		X	X	
Accuracy and attention to detail	X		X	X	
Change management		X	X	X	
Qualifications/ Professional Memberships	E	D	A	I	T
Association of Accounting Technicians or similar qualification	X		X	X	
CCAB qualified		X	X	X	
Project management qualification		X	X	X	

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality Diversity & Inclusion	Promote and champion equality, diversity, and inclusion in all aspects of the role.

Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)		
Yes ☐	No ☒	Yes ☐	No ☒	Standard ☐	Enhanced ☐	None ☐

Job Evaluation Details

Date Evaluated	Job Family	Level/Grade	JEP Reference