**Job Description**

**Post Title:** Financial Transaction Manager

**Directorate:** Finance and Business Hub

**Reports to:** Chief Accountant

**Direct Reports:** 1

**Salary Band:**

**Key Relationships:** Key colleagues across the Finance and Procurement teams

Budget Holders

WMCA’s suppliers and service providers.

**Role Purpose**

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.

**Responsibilities**

* 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.
* 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.
* 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 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 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.
* You will stay abreast of changes in relevant standards, VAT regulations and other relevant legislation to ensure WMCA’s compliance.
* Lead and manage the Financial Transaction team members, helping them to ensure their development needs are met and their potential is realised.
* Foster a collaborative and positive working environment, promoting teamwork and knowledge sharing within the team.

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | | | **Assessment Method** | | |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\* |
| Leading and managing a financial transactions team | ✓ |  | ✓ | ✓ |  |
| Liaising with internal and external auditors | ✓ |  | ✓ | ✓ |  |
| Delivering continuous improvements in financial transactions processing |  | ✓ | ✓ | ✓ |  |
| **Skills/Knowledge/Abilities** | E | D | App | Int | Other |
| Leading and managing a team | ✓ |  | ✓ | ✓ |  |
| ERP finance systems | ✓ |  | ✓ | ✓ |  |
| Strong numeracy skills | ✓ |  | ✓ | ✓ |  |
| Strong communication and influencing skills | ✓ |  | ✓ | ✓ |  |
| Strong IT skills including Excel, Word and Powerpoint | ✓ |  | ✓ | ✓ |  |
| Knowledge of relevant VAT regulations | ✓ |  | ✓ | ✓ |  |
| Accuracy and attention to detail | ✓ |  | ✓ | ✓ |  |
| Change management |  | ✓ | ✓ | ✓ |  |
| **Qualifications/ Professional Memberships** | E | D | App | Int | Other |
| Association of Accounting Technicians or similar qualification | ✓ |  | ✓ | ✓ |  |
| CCAB qualified |  | ✓ | ✓ | ✓ |  |
| Project management qualification |  | ✓ | ✓ | ✓ |  |

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

**Core Expectations**

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 Focused | 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. |

**Health and Safety**

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

**Equality and Diversity**

To promote and champion equality and diversity in all aspects of the role

**Learning and Development**

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To 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.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.