

Job Profile Senior Finance Manager

Job Title: Senior Finance Manager
Job Grade: Level 5 Zone 2
Salary Range: £53,897 - £65,350

Our mission is to preserve resources and the environment for future generations by exemplary planning, innovation and communication in managing north London's waste. We serve two million residents in seven boroughs and run communications and engagement campaigns to help them reduce their rubbish and recycle more. We campaign for government and industry action to reduce unnecessary single-use items, encourage reuse and repair and promote effective recycling.

To help tackle the climate emergency and to prevent rubbish going to landfill, we are building the greenest Energy Recovery Facility in the country and modern recycling facilities at the Edmonton EcoPark, through the [North London Heat and Power Project](#).

NLWA staff are employed by London Borough of Camden and benefit from Camden's recruitment, pension, and HR policies.

You will be expected to adhere to NLWA values which are:

Safety: We protect the health, safety and wellbeing of everyone involved in, and using, our services.

Accountability: We are accountable to Members and to each other for delivering our responsibilities.

Ambition: We work to the highest standard and aim for continuous improvement in all we do.

Inclusivity: We have strong relationships with all our partners and create a positive work environment where everyone matters.

Integrity: We celebrate success, we learn from setbacks, we promote transparency and respect in our work

In addition to NLWA values are the Corporate Services core principles which are:

Respect time: We respect other people's time as we do our own

Set realistic expectations: We set, manage and deliver to realistic expectations

Stakeholder excellence: Treat your stakeholders with the utmost empathy

Don't be too hard on yourself: Try your best on everything you do and don't worry if it isn't perfect

The Corporate Services Team will act as a thread across everything we do in NLWA. We will be NLWA's heartbeat. We will deliver upon the trust that we build with our colleagues and stakeholders. We will accept challenge as an opportunity to grow, learn, improve, and innovate.

About the role

The finance team play a significant role in ensuring the smooth running of the Authority, which has an operating budget of £77 million and a multi-year capital programme of £1.2billion. The Senior Finance Manager role will shape our service delivery to budget holders by shaping financial policies across the Authority, driving innovation and value for money. Responsibilities are diverse and include leading the management of the Authority's financial systems, ensuring that support systems are reconciled and well maintained and prepare final accounts (including group accounts) and the Whole of Government Accounts, in accordance with relevant legislation and accounting frameworks. This will be achieved through collaborative working with the wider Finance team and with key stakeholders in the London Borough of Camden and the Authority's subsidiary company, LondonEnergy Ltd.

The post holder will take the lead to ensure that finance processes run smoothly, overseeing, and ensuring compliance with the Authority's financial and contract standing orders, Scheme of Delegation, in consultation with the Director of Corporate Services and/or the Financial Adviser. You will also act as a key interface between the Authority and the London Borough of Camden to ensure that invoice payment and income collection happens in a timely manner. that cashflow forecasts for all relevant currencies are prepared to ensure that sufficient funds are available, and that there is compliance with HMRC requirements for VAT and the Construction Industry Scheme.

The preparation of the Authority's annual accounts is a significant annual task. The post holder will be responsible for planning the timetable to ensure that deadlines are met and will also need to communicate this to budget holders and other key staff to ensure that all financial and non-financial inputs are provided in a timely manner. All records that back up the statements will need to be maintained so that they can be audited. The postholder will also lead on the production of the statement of accounts, ensuring that information from the subsidiary company is fully incorporated to that the group statements are complete and accurate. All figures included in the financial statements will be fully backed up by working papers

The annual audit of the financial statements will be a key responsibility and this role will lead on the relationship with the external auditor, ensuring that questions are responded to promptly with sufficient information to provide a comprehensive answer.

The role is a key interface with the Authority's Member Finance Working Group and the Audit Committee, ensuring that reports relating to the financial statements are prepared in advance of meetings which are clear and unambiguous, and ensure that the findings of the audit are reported to Members in a timely manner.

It will be the responsibility of the post holder to provide analysis, advice and brief senior officers on both financial and technical issues and evaluate emerging legislation and guidance (e.g. statement of Accounts, Prudential Code etc.) to ensure that the Authority continues to meet these requirements

The postholder will be required to set their own timetables and lay out the requirements for financial data from budget holders and other officers to ensure they have a clear understanding of these requirements and processes and will lead a working group to ensure that colleagues are raising any issues and solutions to problems are promptly identified and resolved.

The Authority is transitioning to being the owner of a number of infrastructure assets. The Senior Finance Manager will lead the finance workstream and ensure that these new assets are fully integrated into the fixed asset register, that they are correctly reflected and componentised in the financial statements. The postholder will also take responsibility to ensure that the implementation of a new asset management system provides all of the information required to support the inclusion of the assets in the financial statements.

About you

You will hold a CCAB qualification (desirable) or have equivalent experience

Experience of preparing financial statements and be able to work with Senior managers within the Authority to provide reports and financial advice.

You will have knowledge and understanding of Local Government statutory financial reporting requirements and financial frameworks.

You will be able to develop work-plans and timetables and communicate the deadlines to others to ensure that your timetables are adhered to.

You will have the ability to oversee the management of key financial systems and accounting records in order that regular, comprehensive monitoring and reconciliation takes place to minimise the risk of error or fraud and maximise cash flow in order to minimise the external borrowing requirement.

You will have the experience to review processes and procedures within a financial setting and ensure that they provide best practice and minimise the risk of fraud, as well as the ability to interpret financial information and data and apply logic and judgement.

You will have effective communication, influencing and presentation skills, and be able to develop and deliver financial training programmes for staff to improve their financial understanding.

You will have a good knowledge of Microsoft Excel.

Work Environment:

The NLWA offices are in Tottenham Hale; 2 minutes from the Underground and rail station with great service and amenity links close by. There is also substantial opportunity for home working and alternative flexible working options are available/open to discussion.

People Management Responsibilities:

The postholder will have management responsibility for one member of staff.

Relationships:

The post holder will report to the Head of Finance and work alongside the Finance Business Partner. These officers are part of the wider Finance team team, reporting to the Director of Corporate Services. The post holder will work closely and collaboratively with colleagues across the team to ensure that Corporate Services objectives are delivered.

The Authority manages the waste of seven boroughs. The postholder will collaborate with stakeholders in the boroughs to ensure that financial issues are communicated so that there is a shared understanding of outstanding balances and future plans.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

Is this role Politically Restricted?

This role is politically restricted, which means individuals holding these posts cannot have active political role.

Diversity & Inclusion

We want Camden Council (NLWA) to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do.

Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,