

## Job Profile Finance Manager

**Job Title: Finance Manager**  
**Job Grade: Level 4 Zone 2**  
**Salary Range: £45,042 - £51,870**

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 in 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 Finance Manager role supports this through collaborative working with the wider Finance team in the London Borough of Camden.

The role has key responsibilities including supporting the reconciliation of the Authority's accounting systems and ensuring that they are well maintained and that the balance sheet is complete and correct. This will include supporting the Senior Finance Manager in the preparation of the final accounts (including group accounts) and Government returns, in accordance with relevant legislation and accounting codes.

The post holder will have responsibility for ensuring that finance processes run smoothly, leading on building relationships with colleagues at the London Borough of Camden and at NLWA to ensure that invoice payment and income collection happens in a timely manner. This will include ensuring that the Purchase ordering system is maintained and kept up to date. New reporting will need to be developed to demonstrate that the system is working well, and that the Authority is paying invoices in a timely manner. This will include reconciling the Authority's VAT accounts and ensure that returns are submitted on time. The Authority maintains a cashflow forecast for all currencies that it holds, and monthly reports will be prepared that forecasts future requirements for each currency.

Ensuring that income is managed is a key part of the role and the post holder will be responsible for ensuring that invoices are raised promptly, are accurate and that suppliers pay these in a timely manner. A suite of reports will be developed for the Head of Finance that details aged debts and actions being taken to resolve them.

The postholder will support budget holders and other officers to ensure they have a clear understanding of processes. This will involve the creation and management of spreadsheets that contain non-financial data on an on-going basis.

The Finance Manager will support the implementation and maintenance of the Authority's asset register as new assets generated by the capital programme are brought into use. The role will be heavily involved in the development and maintenance of reporting from the system so that managers and senior managers can plan forecast future requirements.

At busy times, the postholder may be required to support the other members of the finance team to ensure that deadlines are met. The Finance Manager will be required to deputise for the Senior Finance Manager where necessary

**About you**

You will be studying towards a CCAB qualification or equivalent (desirable) or have relevant experience

You will be able to work with budget holders within the Authority to provide reports and financial advice.

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 reconcile accounts within key financial systems and produce accounting records in order that regular, comprehensive monitoring takes place.

You will have the experience to ensure that processes and procedures are fully documented and can be followed by others.

You will have good communication skills and be able to explain financial concepts to 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 does not have management responsibilities.

**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 work 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 not politically restricted.

**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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,