

Job Title	Senior Finance Manager – Accounting & Treasury
Team	Finance & Procurement
Reporting To	Assistant Director of Finance

About your role

The main purpose of the role is to lead on the South Yorkshire Mayoral Combined Authority group’s statutory financial reporting, including the preparation of the annual statutory accounts and the submission of statutory returns.

The postholder will be responsible for ensuring that the group finance team operates within a robust control environment.

Why is your role important or how does it add value?

- Through challenge and improving existing processes and controls, strengthen governance and continually improve the quality and timeliness of all statutory returns including the SYMCA group’s treasury management strategy.
- Through ensuring the SYMCA group maintains its reputation for producing high quality statutory accounts on a timely basis and securing an unqualified audit opinion.
- You will work hand in hand with the Senior Finance Business Partner to support the Finance Leadership Team in delivering one of its key business plan objectives, namely to drive performance through effective use of new and existing financial systems to provide timely and accurate analysis and advice.

What are the tasks or work areas you are responsible for?

- Responsible for managing all accounting operations including Accounts Payable, Accounts Receivable, Treasury & Banking, Payroll and Financial Systems Administration.
- Collaborate with internal and external audit on an annual basis as a minimum, to ensure that key financial controls are reviewed efficiently and effectively
- Oversee the organisation’s transactions, from accounts payable to receivable, payroll, treasury & banking, financial systems administration as well as general operational finance.
- Oversee the preparation of the statutory annual accounts for the SYMCA group and its subsidiary bodies
- Maintain and refresh the financial regulations and all associated standards and procedures, and work closely with all internal stakeholders to ensure that compliance is monitored and improved as appropriate.
- Lead a team (directly and on a matrix basis) providing direction and co-ordination of workloads, support and guidance to ensure delivery of business objectives.

- Actively contribute to the development and implementation of strategies and plans that help to improve financial management standards
- Undertake any other duties commensurate with the role as requested by management.

About You

What kind of **behaviours** are important?

Ambition	Respectfully critical of the team in terms of underperformance, challenges the behaviour of others if needed
	Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic
Innovative	Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented
	Ensures initiatives are clearly aligned to organisational goals and objectives prior to implementation
Integrity	Consistently applies a high level of attention to detail, even when faced with time pressures
	Able to successfully manage multiple project streams simultaneously
Collaborative	Openly expresses differences of opinions with colleagues and team members in a professional, respectful manner
	Has the self-confidence to admit mistakes or errors when debating and working with others
Flexible	Engages with and consults with the team when appropriate with regard to the need for change and implementing new ideas
	Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way
Impact	Takes responsibility, ownership and holds themselves accountable to their colleagues, giving credit where it belongs
	Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes

What **qualifications** or wider knowledge do you need?

Recognised CIPFA, ACA, ACCA, CIMA or other relevant professional qualification or equivalent experience	A	E
Current knowledge of reporting standards and Financial Legislation	A/I	E
Management qualification, training, or appropriate supervisory experience in a technical environment	A	D
Strong knowledge of standard accountancy and finance best practice	A/I	E
Strong knowledge and understanding of treasury management	A/I	E
Strong knowledge and understanding of PAYE and VAT	A/I	E
Recognised treasury management qualification	A	D

What previous experience is needed?		
Substantial experience of working in a similar role preferably in local government or the public sector	A/I	E
Evidence of recent successful collaborative working across multi-disciplinary teams and with external stakeholders	A/I	E
Proven treasury management experience	I	E
Proven experience in delivering high quality statutory annual accounts	I	E
Experience of using Financial systems and process knowledge, plus other relevant IT skills including word, excel, PowerPoint or equivalents and other systems	A/I	E
Previous experience in supporting implementation of dashboards, metrics or reporting mechanisms	A/I	E

What skills should you have?		
Strong communication skills in producing quality documentation including reports, ensuring they are suitable for a wide range of different audiences	I	E
Strong technical accounting skills: ability to use hard data and metrics to back up assumptions and recommendations	I	E
Strong analytical skills and numeracy skills	I	E
Self-motivated and able to use own initiative to complete tasks under minimal supervision	I	E
The ability to understand complexity and give accurate concise advice to decision makers and senior colleagues	I	E
Excellent verbal, presentation, and written communications skills – in particular the development and articulation of concise clear reasoning and recommendations. Particularly the ability to cut through complexity to give advice.	I	E
Strong Project management and time management skills with the ability to work under pressure	I	D
Strong commercial awareness skills	I	D