Job Description

Service:	Resources
Job title:	Transactional Finance Manager
Grade:	F
Hours of work:	37 hours per week
Responsible to:	Systems and Transactional Accountant
Responsible for	
Direct reports:	4
Indirect reports:	0
Budget:	There will be some devolved 'controllable' budgets in respect of debt recovery agency fees etc (less than £50k)

Purpose of Post:

To provide leadership and day-to-day management for the Accounts Receivable and Payable Service.

With regard to accounts payable, that all invoices for payment:

- are paid promptly and in accordance with the agreed payment terms.
- that respective supplier and payment databases and payment systems are up to date and compliant with all required legislation, regulations and internal management and information purposes.

With regard to accounts receivable, that all:

- invoices are produced in a timely manner.
- debts are collected within the agreed times.
- Agreements for late or deferred payment are accurately recorded, evidenced and reported as necessary.
- debts are with all required legislation, regulations and internal management and information purposes.

Key Deliverables:

- Day-to-day management of all accounts receivable and payable services and staff.
- Effective management of both supplier and debtor databases and systems, ensuring that they are robust, up to date and best of breed
- Adhering to all statutory and local regulations in respect of debt and payables.
- Leading on the development and introduction of new payment processes for suppliers and new processes for debtors to pay their debts.
- Ensuring that the customer is at the heart of what the team does and its approach to dealing with the council's various customers and services.
- Ensuring that all debt is collected promptly and invoices paid promptly. That all records are maintained effectively and that management information is
  supplied in the format needed to ensure effective management of non-cash working capital.

	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
The minimum knowledge required to undertake this role and any qualifications or training essential for the role	**Accountable;** • Demonstrable experience of effectively managing a team. (D) • No specific vocational qualifications are required, but a good base set of qualifications will be beneficial (i.e. GCSE Math's, English). (E) • A working knowledge of supplier's payments and/or debt management and recovery would be helpful. (D) **Respectful;** understanding of the work and public sector environment, the varied customers and the range of their needs. Reflecting on this and supporting the delivery of services that aims to better the public good.	• Application and Interview • Application • Application and Interview • Interview

Experience		
Experience the person would need to do the job **Example:** Experience with working with young people, specifically 16-18 year olds Supporting and motivating volunteers Experience of managing staff / leading projects	**Accountable;** relevant experience and understanding of supplier payments and/or debt management and recovery. (D) **Collaboration;** able to maintain and develop new working relations with both internal and external customers/partners etc. (E) **Respectful**; having empathy with a client's needs but being able to ensure that debt is recovered effectively. (E)	• Application and interview • Application and Interview • Interview
Skills and Abilities		
Specific skills the applicant would need to do the job **Example:** Clear and concise written and spoken communication skills Ability to present written information in a structured and balanced way appropriate to the needs of the reader. Post requires giving advice / exchange of information / persuading / negotiating (give example and frequency of	Inspire; to demonstrate relevant skills and approaches to both internal and external clients so they can feel that their needs are accommodated. (E) Accountable; to have the skills and abilities needed to ensure that there is a seamless and effective service to both internal and external clients. (E)	• Interview • Application and Interview • Interview

communication - leave in what is applicable) Analytical skills Outline the types of issues / situations that post holder has to deal with on a frequent basis and whether these have standard processes or whether they have discretion	Respectful; able to communicate equally with financial and non-financial people. (E) The role will regularly involve communication with customers who may be experiencing financial hardship, vulnerability or other challenging circumstances. The postholder will need to recognise and respond appropriately to individual circumstances, communicating with empathy, sensitivity and professionalism while applying relevant Council policies and procedures consistently and fairly. The postholder will use sound judgement, diplomacy and effective negotiation skills to understand individual circumstances, explain available options clearly and work with customers and colleagues to identify appropriate and sustainable outcomes. Where additional support may be beneficial, the postholder should recognise this and, where appropriate, signpost customers to relevant support or advice services.	

Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council	**Inspire**; the post will be the lead officer in assuring that the council's suppliers and debtors are effectively managed and non-cash working capital is proactively managed. **Accountable**; • Decisions to be reflective of the legislation and locally agreed policies and procedures in respect of supplier payments and debt recovery; thereby ensuring the impact of the service is compliant. • To deliver an effective service, that is open and transparent and effectively reports its performance to both internal and external customers; thereby ensuring cost effective operations.
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	**Example:** Predominantly external customers – high visibility with members of the public Where is the focus of this role in their team, other teams or across the council Internal customer contact 70% External customer contact 30%
Personal Attributes and Other Requirements	**Accountable**; maximising the council's non-cash working capital is paramount, but this has to be balanced to appropriately reflect the customer and/or client's situation/instruction. Taking strong personal responsibility for issues directly affecting themselves and the team. **Collaborati**on; an ease of demeanor is key, someone who has empathy, is able to negotiate would ensure that the council will provide a good robust debt service and ensure payments made are to the maximum advantage of the council. **Respectful**; good sense of humour and willing to share with others. Understanding of the differences of others and proactive to achieving successful solutions for all.

	Enterprising; how to make the most from situations and an ability to not be hood-winked would be advantageous. The person must have a sound character.
HDC values	The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team. **Inspiring:** We have genuine pride and passion for public service; doing the best we can for customers. **Collaborative:** We achieve much more by working together, and this allows us to provide the best service for customers. **Accountable:** We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. **Respectful:** We respect people's differences and are considerate to their needs. **Enterprising**: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted ‘best practice’