

APPLICANT PACK

Finance Manager (Estates)

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
<p>You will provide professional financial and budget assurance to the Head of Estates and Technical Services, for all works planned and undertaken to meet the needs of the SPS estate.</p>	
<p>You will provide Estates and Technical Services Senior Management Team with a robust financial reporting structure, to ensure the effective monitoring and control of budgets and expenditure. You will ensure that efficient processing of financial transactions positively supports effective delivery of Estates and Technical Services aims and objectives and that all processes, systems and procedures are robust, controlled and will withstand audit scrutiny.</p>	
<p>You will provide a flexible and proactive Finance service, commensurate with the needs of Estates and Technical Services department and the wider SPS.</p>	
<p>You will be responsible for the integrity of all data processed through the systems within your remit, ensuring compliance with SPS policies and guidance.</p>	
<p>You will be responsible for ensuring that SPS fully meets its obligation to HMRC in respect of the Construction Industry Scheme (CIS) and that all payments and returns are made accurately and by due dates.</p>	
<p>You will provide guidance and support to all Estates and Technical Services staff in respect of Finance and Procurement policies and procedures.</p>	
Key Responsibilities	
1	To provide appropriate line management support, coaching and training to Estates and Technical Services Finance staff.
2	To be responsible for all financial systems and processes carried out by the Estates and Technical Services Finance team, ensuring that they comply with the SPS Financial Policy and Guidance Manual and other directives, including completing mandatory controls such as month and year end reconciliations and reports. To act as Sub-Accountable Officer with Delegated Financial Authority.

3	To monitor and control the budget and expenditure for Estates and Technical Services including providing the Head of Commercial Management with advice, assistance and input into the annual budget planning cycle. Prepare regular expenditure projections that provide an accurate statement of the department's financial position.
4	To provide advice and guidance to Estates and Technical Services staff; draft letters and schedules of financial and procurement delegated authorities; maintain up-to-date registers as required by SPS Financial and Procurement Policies and Procedures; confirm that financial and procurement authority limits are appropriately observed and provide statements of assurance confirming that key internal controls are in place and are operating effectively.
5	To ensure compliance with the HM Revenue & Customs Construction Industry Scheme (CIS), including vetting payments to suppliers; ensuring correct deductions have been made; submitting payments and mandatory statements to HM Revenue & Customs and suppliers on behalf of SPS. Delivering coaching and training on CIS to Estates and Technical Services field staff where required.
6	As local Records Officer, to manage records held in your area in line with National and Local Policies and Procedures.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
HNC accountancy qualification or equivalent level AAT qualification (or similar).	Essential	Application
Experience		
BUDGETS AND MI Experience of management reporting including monitoring, reporting and controlling budgets.	Essential	Application Interview Practical Test

<p>FINANCE EXPERIENCE</p> <p>Experience of using Windows based financial systems including processing transactions, interrogating, reconciling and reporting on accounts and ensuring that controls are operating effectively.</p>	<p>Essential</p>	<p>Application Interview</p>
<p>LEADING AND MANAGING</p> <p>Experience of leading individuals, fostering positive relationships and working with teams to achieve desired results.</p>	<p>Essential</p>	<p>Interview</p>
<p>Knowledge & Skills</p>		
<p>NUMERACY SKILLS</p> <p>Excellent numeracy skills with the ability to collate, analyse and interpret financial data and present it in a clear and readily understandable format.</p>	<p>Essential</p>	<p>Interview Practical Test</p>
<p>IT SKILLS</p> <p>Ability to use Microsoft Office applications including Excel and Word.</p>	<p>Essential</p>	<p>Interview</p>
<p>PLANNING, IMPLEMENTATION & CONTROL</p> <p>Ability to effectively plan and prioritise team and personal workload within a dynamic environment, ensuring the effective management of resources to meet departmental and organisational requirements.</p>	<p>Essential</p>	<p>Interview</p>
<p>LEGISLATION</p> <p>Knowledge of the rules of HM Revenue & Customs Construction Industry Scheme (CIS).</p>	<p>Desirable</p>	<p>Interview</p>

Selection Process Key Dates

Vacancy Closes for Applications	31 May 2019	Time	12:00
Assessment Day*	13 June 2019		
	The assessment day will consist of a Practical Test and Interview. Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.		

***please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Laura O'Mackie** by email at: Laura.O'Mackie@sps.pnn.gov.uk or by telephone on: **01324 710 475** to allow reasonable adjustments to be made to assist you.

