

Job Description

DESIGNATION: Finance Manager – Commercial

GRADE: Grade M

POST NO: 4394

DIRECTORATE: Finance

UNIT: Accountancy

RESPONSIBLE TO: Deputy CFO

SUPERVISORY RESPONSIBILITY FOR: Commercial Finance Officer

LIAISON WITH: All levels of management in all services and companies, Members, Directors and with outside authorities and organisations

PURPOSE OF JOB

The provision of a complete finance service to the Council's Commercial operations (Companies) and the production of their statutory statement of accounts, budget, financial projections reports, cashflow forecasts and strategic financial advice. To be the lead Commercial Accountant supporting the Companies as required by the Directors of the Companies

- Exeter City Group Ltd (and its subsidiaries);
- Strata Service Solutions Ltd;
- Exeter Business Centre Ltd;
- Any other Companies as created by the Council.

MAIN ACTIVITIES

1. To provide financial support and advice to the Companies including;
 - Detailed Technical accounting support on business case development and commercial opportunities;
 - Monthly Management Accounts and Finance Report for the Board, to enable monitoring against Budget;
 - Overhead analysis and forecasting;
 - Maintain and develop Cost Code structure and ensure invoices and revenue receipts are coded correctly and to projects as necessary;
 - Cashflow forecasting, both for specific projects and the Company as a whole;
 - Lead producing the financial information for the annual Budget & Business Plan;
 - Input into presentations requiring financial information;
 - Preparation of the annual accounts;
 - Statutory Returns to the Government;
 - External Audit liaison.
2. To present to Board level on all aspects of financial reporting in the form and manner prescribed by the Director.
3. To lead on aspects of Finance policy development, undertaking technical research into new developments in Company funding and accounting and advising the Directors as appropriate.
4. To prepare reports and detailed project evaluations, financial and otherwise, within agreed timescales.
5. To calculate detailed financial cashflows ensuring the Company is in a position to meet its financial obligations and to identify and advise on opportunities for maximising returns to the Company through investment opportunities for excess cash;

6. To support the production of detailed business cases being developed for any potential new Companies that the Council has given approval to be created.
7. To manage the work and performance of the Officers reporting to this post, including mentoring and training requirements.
8. To consider and develop quality management initiatives in conjunction with the Finance Service Management Team.
9. To manage strategic, corporate and unit projects as required within agreed timescales.
10. Such other duties as may be required from time to time.

DATE LAST UPDATED: March 2020