

Finance Transactions Team Manager

Responsible to:	Deputy Head of Finance
Directorate / Department:	Support Services /Finance
Base Location:	Gilwell Park, London
Salary Band:	F
Line Management Responsibility:	Finance Officers
Budgetary responsibility:	None
External Contacts:	General suppliers, Customers and members, computerised systems partners and 'Card' Suppliers .
Internal contacts:	Budget holders and Scout Association (inc. subsidiaries) staff at all levels and trustees in particular Finance Committee members

Role Summary and Purpose

As a member of the Finance team, contribute to the overall planning, organisation and delivery of financial support services to the Scouts. To lead the Transactions team and be responsible for the recording and reviewing of all transactional data for the finance team to a high level of efficiency and accuracy. To ensure that Transactions team members are developed to their full potential, motivated to deliver high quality services. To contribute to the continuous improvement of services provided by the Finance team.

Key Tasks

- To lead the design and delivery of all financial transactions process, systems and reporting to meet the needs of the Scouts and its budget holders
- To co-ordinate and manage the work of the Transactions team members to maximise resources and efficiency
- To ensure continuous improvement and development of the Transactions team members and ensure their compliance with agreed processes and targets
- Where necessary to understand and complete tasks of those of the Finance officers (See Finance Officer JD)
- To provide business partnering support to the organisation with Accounts Payable and Accounts Receivable queries
- To manage, maintain and implement financial policies to ensure operational efficiency
- To conduct periodic financial analysis to identify and resolve issues, gaps or variances

- To manage investment income and liaise with primary contacts with Cazenove and RALM to administer the Procurement, events and expense systems
- To manage relationships with account managers and suppliers
- To maintain appropriate donation records to enable Gift Aid claims and to prepare the claims
- To liaise with the banks, Barclaycard/Procurement card administration, including ordering of new cards, cancelling cards, letters re. changes of credit limit, notifying of changes of address, dealing with queries from cardholders.
- To manage Investment appraisal for all project budgets and to review all contracts and proposals
- To ensure data integrity and accuracy and to review financial paperwork and procedures undertaken by the Transactions team
- Adhoc duties in line with the running of the Finance department under the leadership of the Deputy Head of Finance
- Improve and maintain first in class customer service

Person Specification

Skills and Abilities

- Ability to work under pressure and meet tight deadlines (E)
- Methodical and systematic approach to work (E)
- Ability to communicate clearly and concisely (E)
- Good attention to detail (E)
- Able to appreciate the need for confidentiality and discretion (E)
- Strong numerical skills (E)
- Excellent IT skills, focussed on providing clearly written material for distribution to various internal stakeholders (E)
- Good understanding of double entry bookkeeping some higher level AAT qualification (E)

Knowledge and Understanding

- Sound basic accounting knowledge (E)
- Familiarity with the use of computerised spreadsheets (E)
- Good understanding of computerised accounts systems (E)
- Good understanding of electronic payment systems (D)
- Good understanding of banking and treasury processes (E)
- Good understanding of the principles of VAT (D)

Experience

- Experience of working within an accounts department (E)
- Experience of using computerised accounting systems (E)
- Experience of using Sun Accounts System and IPOS (D)
- Experience of using Microsoft Office (E)
- Management of finance transactional processes (E)
- Experience with Procurement systems and processes (E)
- Management of a team of staff (E)

Personal Qualities

- Commitment to the values of the Scouts
- Commitment to ensuring a responsive and genuine engagement with internal and external stakeholders which will both challenge and support
- Personal interest in own development and that of others
- Confident and credible to senior stakeholders