



Role Profile/Job Spec – Finance Manager

Service	Finance
Job title	Finance Manager
Post No	58496
Salary Grade	Management Grade – £55k to £65k
Hours	40 hours Per Week
Location	Greenford (Hybrid Working)
Responsible To	Head of Finance
Responsible For	N/A

Role Purpose

Deliver a financial management service in line with KPIs and in accordance with GEL's Vision and Values, seeking to identify improvements to current ways of working in order to deliver a more efficient and effective service for customers.

To lead by example, encouraging a positive work culture for all employees.

Financial Management

Deliver monthly financial accounts on time and to a high standard

Train a junior team member to assist with the preparation of management accounts and other finance tasks as required

Deliver cashflow reporting and day-to-day treasury operations

Implement and maintain accounting procedures and policies, ensuring that the correct accounting and financial reporting requirements are in place

Preparation of the company's long-term forecast and business plan

Preparation of the monthly operational trackers

Prepare and submit ONS surveys

Prepare and review monthly Payroll files for submission (payroll experience is not required)

Prepare monthly Balance Sheet reconciliations

Prepare and submit VAT returns in accordance with HMRC requirements

Assist with annual statutory accounts; provide information to external and internal auditors.

Assist with any ad hoc requests.

Ensure quality control standards are being met for Finance.

Ensure compliance with financial regulations, tax, legal and regulatory requirements.



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Provide financial guidance to other departments.

Health & Safety

Take reasonable care of the Health and Safety of yourself and others, work with the Compliance Team and the Health & Safety Manager to ensure that a culture of Health and Safety is embedded in your area of responsibility.

Vision and Values

Understand GEL's Vision "to be recognised as one of the leading environmental service providers in West London and across the capital" and help GEL to achieve this Vision through adhering to the GEL Values (4 Cs): Customer Comes First; Collaborative; Caring and Committed.

Act as an exemplar of GEL's Values and ensure that these are embedded within your area of responsibility.

Notes:

The postholder may be deployed into other service area(s) within GEL, in line with the needs of the service, as directed by the Head of Finance.

The tasks listed in this job description are not exhaustive and the postholder may be asked to undertake additional duties in line with the needs of the service, as directed by the Head of Finance.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	A part qualified/ qualified accountant with membership of a relevant professional body		Licence / Application form

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Relevant Experience	<p>Extensive technical accounting knowledge</p> <p>Must be proficient with using excel including basic formulas and spreadsheeting skills</p> <p>Experience of producing performance reports and providing appropriate analysis to support decision making</p> <p>To comply with the company policies and procedures.</p> <p>Knowledge and understanding of Equal Opportunities issues.</p> <p>Knowledge of Health and Safety requirements relative to this post.</p>	<p>Knowledge of current accounting/legislation relevant to the post</p>	Application Form/Interview
Personal skills	<p>Ability to meet deadlines and ensure that others do so</p> <p>Able to work as part of a team</p> <p>Good communication skills able to work closely with and establish positive relationships with Senior colleagues, and other stakeholders</p> <p>Must be able to complete relevant paperwork associated with the post.</p> <p>Excellent report writing and presentational skills</p>	<p>Able to demonstrate leadership qualities and inspire others towards achieving desired goals</p> <p>Proven ability to work with minimum supervision.</p> <p>Displays highest standards of personal integrity.</p> <p>Commitment to highest levels of service delivery.</p>	Application Form/Interview
Specialist working conditions	<p>Prepared to adopt a flexible approach as the workload demands.</p>		Application Form/Interview



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Our Values – 4Cs

Gel's values set out what we stand for and how we will behave at work. They are the basis of how we will deliver our Vision of being recognised as one of the leading environmental services providers in West London and across the capital.

Customer comes first – remembering our purpose and doing the very best for the people we serve.

We achieve this by - being considerate, responsive and polite at all times and by being careful not to leave any mess.

We don't achieve this unless we treat our customers as we would like to be treated ourselves.

Collaboration – with workmates and others

We achieve this if we - act as one organisation or team, sharing information and knowledge, and if we support each other wherever we can

We don't achieve this if we - don't work as a team, ignore what others are doing or planning to do, or if we make decisions without involving other service users

Caring – about the health safety and welfare of our employees.

We achieve this when we – take responsibility for our own health, safety, welfare and wellbeing and also that of others. This includes being respectful and supportive towards colleagues, taking care to maintain a healthy work-life balance, and challenging behaviours that are inconsistent with Gel's Dignity at Work policy.

We don't achieve this if we – not serious enough about health, safety, welfare and wellbeing; are unsupportive; or if we don't have each other's' backs.

Committed – to delivering services, to innovation, tackling problems and finding better ways of working.

We achieve this when we – take the initiative to find or suggest better ways of working, listen to each other, and share good ideas.



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We don't achieve this unless we – keep an open mind and accept there may be better ways to get the work done.

We know that we will only deliver our Vision through each of us pulling together, working within the spirit of our Values, to make GEL one of the leading environmental services providers in West London and across the capital.