



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION**

POST TITLE: Corporate Finance Manager
Grade: MGB
Department: Corporate Services
Location: Various offices according to the needs of the service
Responsible to: Head of Accountancy

Responsible for: Total responsibility for all management accounting and statutory reporting for LB Merton subsidiary companies
Providing financial advice to the Board of Directors and senior managers on company performance

Post number: Tbc

Date: August 2017

MAIN PURPOSE

- To provide strategic financial support to leadership on P&L, Product profitability and investment strategy.
- To ensure full delivery of all financial aspects to the operating companies, including transactional services and treasury functions.
- Responsibility for monthly management reporting to the Board of Directors on the performance of subsidiary companies.
- Responsibility for quarterly management reporting to Shareholder on the performance of subsidiary companies.
- Responsible for preparation of annual financial statements and tax computation.
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- Management of the external audit process and provide support and information to external auditors as required for successful audit sign off.
- Responsibility for the budget setting process for the LBM subsidiary companies.
- Responsibility for financial advice to the Board of Directors, managers, Shareholder and members on all financial matters related to the company's performance.
- Input to LBM Group Consolidation under IFRS and subsidiary FRS 101/102

MAIN DUTIES AND RESPONSIBILITIES

Professional

- To provide monthly financial analysis on company performance analysed by revenue, expenditure, profitability and other financial indicators.

- Preparation of monthly reporting pack on performance for the Board of Directors
- Preparation of quarterly reporting pack on performance for the Shareholder
- Presentation of detailed reports to Board of directors and senior managers
- Calculation and monitoring of KPIs

- To be responsible for the annual budget preparation process for the company. To ensure that robust revenue and capital budgets are developed, approved, implemented and monitored.

- Review and implement all financial policies
- Preparation of the year-end financial statements and tax computation in accordance with Companies Act and applicable financial reporting standards. To manage the external audit process of subsidiary companies.
- To assist with the production of group accounts for LBM

- Financial input into all projects and investment cases, particularly with regard to raising new capital investment.

- To work with the LBM support services to ensure the company and LBM operate an optimal model of service delivery and reporting.

- To provide advice, financial input, costing and analysis to project work.

Managerial

- To attend Board meetings as lead finance officer

- To manage principal accountants, senior accountants and accounting trainees, if allocated, in accordance with council policies and procedures, legislative and regulatory requirements.

- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.

- To represent the Head of Service at external meetings.

- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility.

- Any other duties as requested by the Head of Service or Director.



**LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
PERSON SPECIFICATION**

POST TITLE: Corporate Finance Manager
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Qualifications and Experience

Professional and post specific requirements

- Full professional membership of ACA, ACCA, CIMA, CIPFA with 1-3 years post qualification experience
- Experience of providing financial advice in a multi-functional organisation
- Experience of preparation of financial statements in accordance with applicable accounting standards and legislation

Skills and Knowledge

Professional and post specific requirements

- Knowledge of and experience in management accounting and statutory reporting.
- The ability to present financial information for management decision-making.
- Understanding of budget preparation and management principles and techniques and the ability to apply them in accordance with Companies Act and applicable accounting standards.

Managerial and personal requirements

- Good communication skills, both orally and in writing
- Excellent numeracy skills
- Excellent IT skills, in particular Microsoft Excel.
- Strong technical accounting and analytical skills
- Ability to work autonomously and be proactive.
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they apply to subsidiary companies.

Personal Style and Behaviour

Please refer to LB Merton's Model of Leadership Behaviours (attached)