

Job Profile and Working for Stockport

Stockport
team
ambition
respect

Stockport
to keep the people of Stockport at the heart of what we do.

Team
to succeed as a team, collaborating with colleagues and partners.

Ambition
to drive things forward with ambition, creativity and confidence.

Respect
to value and respect our colleagues, partners and customers.

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

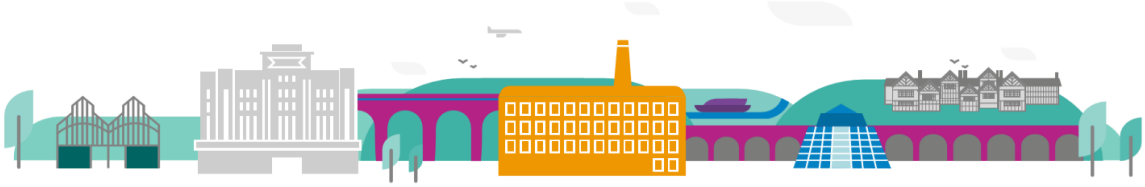
We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at https://greater.jobs/locations/stockport/

STOCKPORT
METROPOLITAN BOROUGH COUNCIL

disability confident EMPLOYER

ARMED FORCES COVENANT



About the Job

Role:	Transactional Finance Accountant (CSS Manager Band 4 (Specialist) Finance)
Service Area:	Finance
Directorate:	Corporate and Support Services
Salary Grade:	MB4

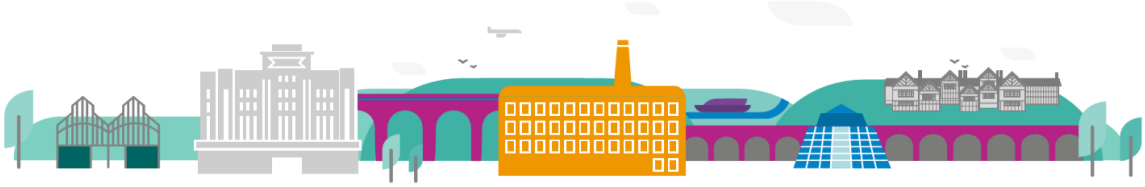
Main Purpose of the Job

As a CSS manager at this grade you will provide management, technical and professional expertise in the Transactional Finance service. This role will include supporting the effective operation, development and continuous improvement of accounts payable, accounts receivable, debt recovery and income management teams, making decisions and supporting others below your grade. You will be supported by managers at grades above you. You will:

- Manage high quality, cost effective Corporate and Support Services, taking a holistic, joined up view of service design, delivery and evaluation.
- Manage resources, risk and programmes of work, or give technical or professional advice and guidance to the organisation in order to meet statutory and local requirements.
- Ensure that the council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate.

Key Responsibilities

- Provide a high quality financial advisory and transactional finance service to enable effective management control of financial resources.
- Assist in the preparation and monitoring of key performance indicators (KPI's) within the transactional finance service.
- Provide information for inclusion in reports to senior officers and elected members.
- Assist in the year end closure of the service accounts and in the consolidation and production of the council's Statement of Accounts.
- Ensure that there are efficient and effective processes in place for controlling and reconciling postings between the general ledger and other major financial and management information systems.



- Ensure the Council has efficient arrangements for making payments and receiving income, and that the Council's banking and payment collection arrangements are adequate and fit for purpose.

- Manage and support service delivery across Transactional Finance functions, including Accounts Payable, Accounts Receivable, Debt Recovery and Income Management, ensuring services are customer focused, resilient and delivered in line with Council policies and financial regulations.

- Maintain effective governance, reconciliation and compliance arrangements across relevant transactional finance processes.

- Develop effective working relationships with clients & customers, external partners, other bodies

- Conduct all work in accordance with generally accepted professional audit and accounting standards.

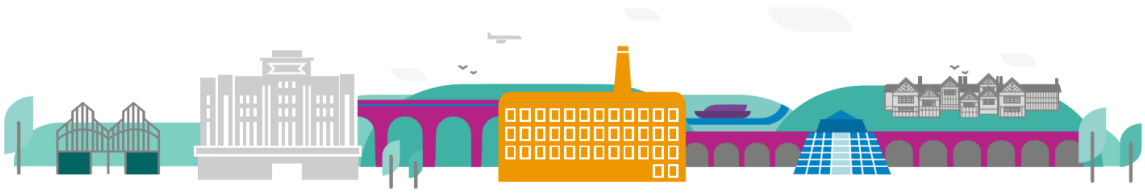
- To work positively and inclusively with colleagues and customers so that the council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the council’s priorities.

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be considered and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the council's sites across the borough.

The council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.



About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Experience and expertise in a relevant finance, transactional finance, financial operations or local government environment.
- Experience of managing projects and/or a diverse workload, achieving objectives to time and quality.
- Experience of working with a range of stakeholders to work collaboratively, to manage and implement change, working flexibly and developing innovative approaches
- Experience of identifying evaluating options, assessing risk and determining appropriate actions.
- Experience of managing and working with teams to support colleagues in achieving their goals.
- Experience of managing resources to achieve value for money and provide a high-quality service.
- Effective operational management skills with well-developed negotiating and influencing skills.
- Effective interpersonal skills with the ability to relate to all levels within the organisation and with partner agencies.
- Effective project management and organisation skills.
- Effective analytical skills with the ability to quickly establish implications and key issues.
- Effective oral and written communication skills with a confident presentational style
- Fully qualified AAT or part qualified CCAB / CIMA or relevant degree.

To work to the council's values and behaviours by:

- Keeping the people of **Stockport** at the heart of what we do
- Succeeding as a **team**, collaborating with colleagues and partners
- Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.