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| **Role title:** | Financial Reporting Manager | **Responsible to:** | Head of Group Financial Reporting & Control |
| **Division:** | Finance, Strategic Planning and Corporate Services | **Department:** | Finance |
| **Direct Reports and Level:** | Up to 5 colleagues at Core level | **Scope:** | MPS Group |
| **Scale:** | 5 PeopleN/A BudgetN/A Income |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | TBC | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The purpose of this role is to provide comprehensive and efficient support to the Finance Division across various aspects of the day-to-day accounting activity such as, completing monthly balance sheet reconciliations, maintaining the Group’s fixed asset registers and preparing statutory returns in order to ensure the business remains legally compliant and able to effectively support other functions across the Group.The role is responsible for delivering the internal and external financial reporting of the Group to various stakeholders. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational** * Provide leadership to the Reconciliation and the Management Accounts team to deliver on the overall corporate strategy, business performance, leadership of teams that reinforces the desired culture and delivery of strategic priorities.
* Support the delivery of the Finance, Strategic Planning and Corporate Services strategy, ensuring that finance related activities comply with the necessary regulatory and legal standards, and are in accordance with policy standards and risk frameworks set by Council.
* Support in fostering a culture of financial control across the business, through training and monitoring of compliance against the Financial Control Framework (FCF).
* Implement streamlined processes and detailed procedures to ensure clearly defined activities are adhered to.
* Lead the monthly, quarterly and annual financial accounting processes (accounts integrity, fixed assets, tax, month end and year end processing) across the organisation, ensuring completion in line with established governance timeframes.
* Support the production of various parts of the MPS budget, as required (training costs, capital expenditure, depreciation etc) within the Finance division and ensuring completion in line with governance timeframes.
* Review monthly management information and more detailed quarterly information ahead of delivery to key governance meetings.
* Support in the delivery of assigned MPS projects and roll out other projects/initiatives within Finance ensuring delivery to time, cost and quality and which can demonstrate a return on investment.
 | * Financial sustainability vs Plan
* Financial performance vs Plan
* Corporate Strategic priorities vs Plan
* Delivery of divisional plan vs Plan
* Team engagement index vs Plan
* Team leadership index vs Plan
* Team Inclusion index vs MPS
* Delivery of projects to Plan
* Delivery of people plans vs Plan
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| **Financial*** Ensure that core financial processes and key controls operate effectively, supporting the accuracy and completeness of financial reporting information.
* Ensure that all spend is managed within organisation policy, reporting variances to Budget to the Finance Leadership Team.
* Lead the preparation of the Group’s financial accounts to ensure these are presented accurately, on time and approved by the relevant Governance Boards.
* Contribute to the production of technical accounting papers to be presented accurately, on time, and approved by Audit & Risk Committee and Council.
* Manage all financial accounting transactions and tasks requested by the Finance division in accordance with policy and ensure those which incur costs comply with all financial controls.
* Support the production of metrics from organisational data sources to inform business decisions and actions which result in a measurable improvement in business performance and trends.
 | * Operational budget vs Plan
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| **Member*** Monitor and provide robust challenge of emerging finance risks and issues arising from business activities which fail to deliver appropriate and consistent outcomes for members or are likely to have a material adverse effect on the Group, its operations, or its financial security.
* Contribute to continuous improvement projects aimed to drive operational efficiency and great member experiences and outcomes.
 | * Policy compliance audit results
* Net Promoter Score
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| **People*** Provide strong leadership to ensure the competence, performance and engagement of all colleagues across Group Finance have clarity on their accountabilities and comply with all governance, policy standards and processes.
* Contribute to a strong pipeline of talent and succession across Finance, for the benefit of MPS, which will mitigate workforce planning risks and maximises the performance and potential of colleagues.
* Coach and mentor colleagues and support learning interventions as part of the Academy to maximise the potential of all colleagues and the quality of our service to members.
* Take the lead on promoting a more inclusive environment, which aligns with our commitment to celebrate and promote diversity.in demonstrating prioritisation process to enable best allocation of resources.
* Ensure all team members have clarity on their accountabilities and comply with all governance, policy standards and processes.
 | * Delivery of Personal Development Plan to Plan
* One-to-one / performance review meetings
* Team engagement index vs MPS
* Team leadership index vs MPS
* Team Inclusion index vs MPS
* Strong talent and succession plans
* HR metrics – attrition, absence etc
* Compliance with training and competence schemes
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| **Risk*** Comply with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the MPS policies and procedures. Adhere to the business rules relevant to the role, which are subject to change from time-to-time.
* Create an environment where all colleagues in Finance recognise the importance of risk identification and risk management.
* Identify and report risks and issues identified within Finance, and across MPS, to enable resolution and mitigation of the potential impact on MPS, members, customers and colleagues.
 | * Risk & control self-assessments
* Delivery of audit actions
* Financial risk
* Reputational risk
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| **Responsibilities (RACI)** |
| * As the Finance landscape continually changes, keep abreast of evolving legislation and best practice; recommend opportunities for MPS to become more efficient and effective in Finance practices.
* Work with the Finance team and other stakeholders to deliver the annual financial statements for all Group entities, as well as for the pension scheme.
* Deliver the annual external audit for the Group and all relevant components in line with agreed timetables.
* Review outputs from month end reporting to ensure completeness and accuracy of financial reporting across the Group.
* Review one-off accounting events to ensure appropriate treatment/recognition and ensure relevant documentation is maintained of key discussions, decisions and supporting information.
* Provide hands-on support to other business functions to ensure correct allocation of costs and appropriate treatment of transactions.
* Connecting with the wider Finance Division to ensure that reporting requirements and deadlines, both internally and externally, are met.
* Work with the Management Accounting team to prepare and review monthly management reports and provide challenge on outputs compared to known events and historical trends.
* Support the implementation of a robust financial control framework, across MPS, in compliance with relevant legal and statutory regulations.
* Support the development and delivery of systems, policies and procedures which enable effective and efficient financial accounting and exceptional service for all stakeholders.
* Create and document financial policies for application across the Group and monitor compliance with such policies.
* Undertake other duties and tasks that from time–to-time may be allocated to the role which are appropriate to the level or role.
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| **Key Governance Responsibilities** |
| * N/A
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading others  |
| Building Capability in Self and Others | Leading others  |
| Influencing Others | Leading others  |
| Collaborating for Results | Leading others  |
| Leading Self and Others | Leading others  |
| Commercial and Risk Thinking  | Leading others  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Finance qualification (CIMA / ACCA / ACA) with at proven post qualification experience in a relevant role.
 | * Innovative, flexible self-starter with excellent and proven analytical skills
* Highly numerate
* Excellent attention to detail
* Excellent written communication and strong inter-personal skills to be able to manage various stakeholder expectations
* Extensive skills operating and utilising Finance systems, process, compliance, regulation, with current technical accounting knowledge.
* Strong I.T. skills, including an excellent working knowledge of Word, Excel, Outlook and Powerpoint
* Strong analytical skills.
 | * Proven experience of understanding financial reporting, internal controls, accounting standards and other accounting principles.
* Significant previous experience in producing reconciliations, including identifying and resolving the resulting queries - experience of large bank reconciliations is an advantage
* Accounting for fixed assets including investment properties
* Preparation of statutory financial statements under UK Financial reporting standard 102 and IFRS for SMEs
* Understanding of corporation tax and sales tax implications
* Involvement in systems and/or process improvement
* Experience of people leadership.
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| **Desirable** | * Operating within a service industry.
 | * Previous working knowledge of CODA (Unit4 Financials) is desirable, as is knowledge of investment accounting.
 | * Accounting for investments
* Production of year-end tax packs
* Involvement in budget/planning activities
* Experience of medical defence organisations, clinical negligence claims or civil legal processes.
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