**Job Holder:**  Treasury and Financial Reporting Manager

**Reports to:**  Financial Controller

**Grade:**  PM2+

**Safety Status:**  Non safety critical

**Date version agreed:** March 2018

**1. Job Purpose**

To provide control and overview of all aspects of financial accounting, cashflow management and statutory reporting. To provide external and internal financial information to required deadlines.

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| --- | --- |
| **2. Safety Details** |  |
| **A.** This job requires **Security Clearance** (e.g. Running of Special Trains) | NO |
| **B.** The job holder is required to hold a relevant **Track Safety** competence (e.g. PTS) | YES |
| **C.** This is a **Safety Critical Work Post** | YES |
| **D.** This is a **Key Safety Post** | NO |
| **E.** Reference to this job is included in West Midlands Train’s **Safety Certification** documents | NO |
| **F.** This job **Manages Employees** (undertakes specific tasks indicated in the occupational & operational standards manuals) | NO |
| **G.** This job **Manages Locations** (undertakes specific tasks as indicated in the occupational and operational standards manuals) | NO |

**3. Dimensions**

**A. Financial:** Responsible for all Treasury matters including cashflow management, and all reporting to external stakeholders (Abellio Group, JRE/Mitsui, Department for Transport, Year end statutory reporting)

**B. Staff:** 1 Direct report – cash/accounts receivable assistant

**C. Others:** Represent West Midland Trains’s interests with stakeholders as required

**4. Key Accountabilities**

* Responsible for financial accounting to provide control of cash and treasury functions - this includes liaising with The WMT Finance Director, Abellio, and Group CPM Treasury on period-end cash requirements, deposit placement and general cashflow needs. This will include providing weekly cashflow reports to Group Treasury and reviewing periodic Treasury accruals & reconciliations, including bank reconciliations.
* Prepare and submit internal and external periodic financial reporting as required by stakeholders (Abellio, Mitsui/JRE, Department for Transport), maintaining a close reporting relationship with these stakeholders.
* Responsible the preparation of all relevant data for the completion of the annual statutory audit, including preparation of the statutory accounts and related disclosures, liaising with auditors and professional advisers
* Responsible for Corporate Tax Year end accounting, liaising with professional advisers to complete and submit data.
* Ensure company practices comply with Group accounting policies
* Provide board and management accounts information and variance analysis on balance sheet, cash flow and debtor movements, including the production of relevant balance sheet reconciliations for review and sign-off
* Implementation of control procedures in all areas of responsibility
* Provide adhoc support and analysis to the Financial Controller and Finance and Contracts Director as necessary.

**5. Context**

**A: Operating Environment:** The activities carried out by this role are on a periodic basis, with many of the same processes carried out at the same interval each reporting period. There are additional work streams at half year and year end, with extensive reporting requirements for Group reporting packages, internal management information and external auditor requests.

**B: Framework and Boundaries:** Abellio Group Accounting Policies & Procedures Manual impacts on the role as well as WMT Accounting Policies & Procedures.

**C: Organisation:**

Please see organisation chart(s) at the end of the document

**6. Relationships**

**A: Reporting lines**

Report to Financial Controller. Periodic one-to-ones are carried out to review progress and performance against objectives. There is likely to be daily contact with FA for any operational matters.

**B: Other Contacts:**

(i) Within the Company:

* WMT finance team – day-to-day contact for balance sheet management
* Other WMT staff including senior management and Directors – balance sheet management.

(ii) Outside the Company:

* Abellio Group – weekly and periodic reporting requirements for cashflow, banking needs and Group submissions.
* Group CPM – weekly and periodic reporting requirements for cashflow, banking needs and submissions.
* DfT – weekly and periodic reporting requirements for cashflow, banking needs and submissions.
* Auditors – half year and full year audits require interaction with external auditors

**7. Knowledge and Experience**

* Qualified accountant (ACA/ACCA/CIMA), at least 5 years PQE
* Excellent technical knowledge of UK GAAP and IFRS for half year and year end reporting purposes, as well as day-to-day balance sheet accounting
* Experience of Treasury management and Group reporting processes in a multi-stakeholder environment
* Experience of managing and developing transactional accounting staff
* Ability to demonstrate implementation of process and control environment improvements
* Strong written and verbal communication skills are critical as the role requires frequent contact with all levels within the organisation and with Group. As a result, the ability to interpret financial data for non-financial staff is also important
* Experience of developing and implementing financial modelling tools is essential
* The role has numerous periodic requirements, so an organised and methodical approach to work is important, with focus on attention to detail being key
* Ability to prioritise own workload

**8. Job Challenge(s):**

The management of the various elements of the balance sheet requires significant focus. Within the balance sheet are several significant balances and there is a need to fully understand what these comprise of and the business factors that affect their value on a period by period basis.

As a result, there is significant interaction with all areas of the finance team and additionally with other areas of the business.

The reporting requirements are often to short deadlines and can be significant in the volume of information required within the reporting packs. This means that the workload needs to be managed with prioritisation of great importance.

There is also a continuous need to assess the performance of the team and to look for ways to increase efficiencies and reduce costs.

**9. Additional Information**

WMT aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.

For these reasons we look for evidence of the following West Midland Trains values and behaviours in all potential staff and our existing staff looking for promotion.

**OUR VALUES – Safe, Professional, Honest, Friendly and Flexible**

**OUR BEHAVIOURS**

* **Professionalism** – Aims to be the very best they can be through their attitude & respect for others.
* **Honesty & Integrity** – Is transparent and honest taking full responsibility for actions. Demonstrates confidence and courage, dealing effectively with difficult situations.
* **Team work, Sharing and Supportive** – Aligns with others to deliver common goals. Shares ideas and information. Supports colleagues and works effectively with others.
* **Adding Value** – Exploits opportunities to improve results and add value to the business.
* **Empathetic** – Is empathetic to the needs of colleagues/customers, earning their trust and respect.
* **Taking a Broader view** - Champions change and considers the long-term impact of decisions across the business

Along with the particular experience/knowledge, skills and behaviours relevant to the position applied for.

**7. Sign off**

**Job Holder:……………………………………………….. Date:………………..**

**Manager:………………………………………………….. Date:………………..**

**Nominated Deputies**

If this is a KEY SAFETY POST (2D is “checked”) a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

**Job title of**

**Nominated Deputy: ……………………………………………………………....**

**Name of Nominated Deputy: …………………………………………………..**

**Signature of Nominated Deputy: ………………………………………………**

**Date: ………………………………………………………………………………….**

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

**Safety & Environmental Safety Responsibility Statement**

It is the line manager’s responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. **Policy, Leadership and Resourcing**
   1. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
   2. You are responsible for attending the following safety and / or environmental related meetings:

E.g. Sustainability Action Group, SEMG

List meetings here

☐ None apply

* 1. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

1. **Employee training**
   1. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).
2. **Planned Inspections**
   1. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.
3. **Accident and incident investigation**
   1. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
   2. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.
4. **Emergency planning and Security**
   1. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
   2. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
   3. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
5. **Rules Competencies, Permits and Licences**
   1. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
   2. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
   3. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.
6. **Communications**
   1. You must ensure that you attend regular briefings which cover safety and environmental issues.
   2. You must attend any local job induction training session on your first day at a new location.
7. **Auditing and safety Check**
   1. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.
   2. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.
8. **Promotion of Environment & Safety Issues**
   1. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.
9. **Health Controls**
   1. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
   2. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
   3. You must understand and comply with the standard for Control of Asbestos.
   4. You must understand and comply with company standards for management of cases of occupational ill health.
   5. You must understand and comply with the standard for Staff Care and Support System (SCASS).
10. **Personal Protective Equipment (PPE)**
    1. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
    2. You will be issued with PPE on a personal basis.
11. **Purchasing, Procurement and Management of Contractors**
    1. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
    2. You must understand and comply with the company standard for managing contractors.
12. **Environment**
    1. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

## Review

This statement will be reviewed annually.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Due: |  | Date Reviewed: |  | Post Holder Signature: |  | Line Manager Signature: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |