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| --- | --- | --- | --- |
| Job Title: | Financial Controller | Location: | Rail House |
| Department: | Finance | Reports to: | Head of Finance |
| HR Contact: | HR Business Partner – Support Service | Financial Accountability: | Click here to enter text. |
| People Responsibility: | 1x Financial Accountant1x treasury Assistant1x Accounts Assistant | Is this role safety critical? | No |
| Does the role have a dedicated deputy? | Yes | Name if Yes  |  |
| Select the management level: | Middle Manager |
| 1. Role:
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| A Financial Controller is a role of substantial responsibility and accountabilityReporting directly to the Head of Finance, this position involves a broad spectrum of responsibilities and requires a wide range of **technical knowledge** and experience.Outlined below are a number of standard duties that this job role entails.  **Key responsibilities:*** Supervise the preparation of stat accounts and VAT/Tax/pension returns
* Review the completion of bank and balance sheet reconciliations
* Budget analysis for cashflow and balance sheet implications
* Managing the audit process and liaising with external personnel and shareholders
* Oversee the preparation of year end statutory accounts in with accounting policies
* Managing, mentoring and motivating the accounts team
* Budgeting & forecasting – cashflow and balance sheet
* Contributing to company financial strategy and decision making process
* Undertaking financial analysis and reporting
* Ensuring robust financial systems and processes are in place
* Overseeing tax and compliance
* Developing forecasting models (P&L, Balance Sheet and Cash Flow)
* Accountable for Accounts Payable and Accounts receivable
* Accountable for all Group reporting requirements in line with strict deadlines
* Build relationship with client and prepare financial statements and reports
* Update the business on legislative changes and accounting policies where changes are required to accounting treatment or where financial risk exists.
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| **KEY SAFETY ACCOUNTABILITY**Safety is everyone’s responsibility within Merseyrail. You’re responsible for your safety and the safety of others such as colleague’s and passengers. As an employee you’re expected to understand and apply our safety values and ensure they are visible in all you do.**experience, knowledge, qualifications and training*** Qualified Accountant with at least 5 years relevant experience
* Really strong technical accounting knowledge and experience
* Advanced Microsoft excel skills
* Working knowledge of SAP would be an advantage
* Drive and enthusiasm to hit the ground running
* A strong knowledge of current accounting practices, processes and standards
* A sound knowledge and understanding of the operational environment would be an advantage
* Excellent communication skills both written and oral
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| 1. BEHAVIOUR ESSENTIALS

**Please refer to “Your PDR Discussion Employee Guide” for further detail on “what good looks like” for this Grade level.**  |
| Values and Behaviours | How will I be measured? |
| genuine* Welcoming
* Build trust and respect
* Consistent and honest
* Understands the customer
* Respectful
* Straight forward
 | * Is receptive to all feedback and takes a stand in a positive way against negativity
* Is confident in challenging colleagues and addressing issues constructively without confrontation
* Checks the customer is getting what they want and is able to support the customer effectively in their decision making
* Makes thinks simple and understandable
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| Professional* Solution orientated
* Accountable
* Delivering to promises
* Make things hassle free
 | * Meeting demanding deadlines with a high quality, accurate output
* Seamless delivery of finance support, integrating both into the finance team, and the wider business
* Has clear targeted objectives in mind and continually works towards these
* Is clear and concise
 |
| proactive* Innovative
* Trust our people to deliver
* Embrace change
* Decisive
 | * Ability to drive efficiencies within current processes, with a drive to automate data processing and develop valuable analysis
* Celebrates team successes and promotes and enhances team image
* Able to anticipate the demands of the business in terms of forecasting, minimising risks and maximising opportunities
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| inclusive* Connected thinking
* Stakeholder management
* Promoting diversity
* Enabling our people to excel
 | * Maintains open lines of communication and involves all relevant people when tackling a project
* Excellent ability to listen and process the information provided by others and consider the impact to the business and the particular task being carried out
* Values the skills people bring to the team
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| Last Updated By: | Emma Cowan | Date | 19/08/2018 |