



## **JOB DESCRIPTION**

<b>SERVICE:</b>	Central Services
<b>SECTION:</b>	Central Finance
<b>JOB TITLE:</b>	Central Finance, Claims & Audit Manager
<b>RESPONSIBLE TO:</b>	Head of Central Services
<b>SUPERVISORY RESPONSIBILITY:</b>	Senior Finance, Claims & Audit Officer Claims & Audit Manager Claims & Audit Co-ordinator Claims & Audit Co-ordinator Assistant Finance, Claims & Audit Finance Administrator Administrative Assistant (Trainee)

## **KEY RELATIONSHIPS:**

<b>Internal:</b>	Other Members of Central Services Other Company employees
<b>External:</b>	Funding Bodies Auditors Bank Cornwall Council / Corserv Ltd Clients/Customers of Cornwall Development Company

## **MAIN PURPOSE OF THE JOB:**

To manage the financial systems of Cornwall Development Company and its associated organisations and to advise on future developments.

Preparation of annual statutory accounts and associated information for audit

To oversee the budgeting and monthly management accounting preparation and reporting

To oversee the grant claiming and accountable body function for Cornwall Development Company.

**KEY TASKS:**

1. To oversee the preparation of the timely monthly management accounts for the Head of Central Services and produce relevant financial reports for CDC Board, Corserv Board (to include Profit and Loss account, Balance Sheet, accompanying notes, variance analysis and financial overview reports).
2. To provide advice and guidance to the Executive Team and Senior Service managers on all financial matters.
3. To oversee the grant claiming and accountable body function for Cornwall Development Company to ensure compliance with grant funding offer letters.
4. To provide advice and support to project managers and budget holders to ensure claims and monitoring is undertaken on a regular basis. Liaising with funders and auditors, as appropriate.
5. Oversee and ensure procurement is carried out in accordance with CDC procurement policy, providing advice and guidance to staff undertaking procurement for the Company, with regard to the eligibility, process, procedures and any regulations effecting their particular project
6. Attendance as required at all levels of external project Audits recovering and presenting evidence as requested to ensure a successful audit outcome is achieved
7. To retrieve and collate monitoring information as required for projects to support interim and final grant funding claims. To complete interim grant monitoring forms and final claims in a required format to deadlines.  
  
Monitoring and production of subsidiary company management & statutory accounts and advise as required
8. Oversee the year-end shut down timetable and completions of tasks to ensure year-end financial information is provided to Cornwall Council & Corserv for consolidation purposes, within the set deadline dates.
9. To prepare for external year-end audit including preparation of Annual Statutory Accounts

10. Production of Cornwall Development Company annual budgets within the set deadlines. Report predicted Company financial performance to CDC Board, Corserv Board, and within CDC 4 year Business Plan.
11. Oversee the preparation of management/financial information for the preparation of Cornwall Development Company's monthly accounts (incl. preparation of wages / pensions / time recording journals and overhead allocation for input to accounting system)
12. Deputise for Head of Central services at board meetings, audit committee, CC Contract and finance meetings as required.
13. To collate, verify and report Cornwall Council (Economic Development contract) monthly KPI's.
14. Oversee and prepare the timely production of management information for the board papers (to include Audit register and CC Outputs)
15. Oversee the preparation and submission of all statutory filing requirements to include Annual return to Companies House, PAYE/NIC, quarterly VAT returns, national statistic returns, submission of P11D, HMRC Intermediary Report submission information and other filing as required.
16. To plan and implement a schedule of internal audit to ensure financial probity
17. To monitor and develop the Company's financial & grant claiming procedures/systems
18. To provide advice and support on the Company's internal financial & grant claiming procedures/ systems to Cornwall Development Company staff and external bodies as requested
19. To manage and develop the Company Credit Control
20. Responsible for Treasury functions of the Company
21. To be responsible for Health & Safety Administration within the Central Finance, Claims & Audit Team
22. To support and develop the staff within the Central Finance, Claims & Audit Team

#### **KEY RESULT AREAS:**

- Production of timely and accurate information for Cornwall Development Company & its Subsidiary:
  - Management accounts.
  - Budgets
  - Annual statutory accounts

- Oversight of the accountable body function to ensure compliant submission of grants claims.
- Preparation of timely and accurate information for audits (internal/external)
- Ongoing review of all systems to ensure they are compliant and efficient

**PERSONAL & TEAM RESPONSIBILITIES:**

- Provide a good role model for staff and trainees and project a positive image to internal and external contacts and customers
- Demonstrate the Company's culture, values and behaviours:
  - achieving excellence
  - valuing ourselves and others
  - showing personal leadership
  - being passionate about what we do
  - committed to a low carbon future for all
- Take responsibility for own self-development on a continuous basis.
- Participate actively and positively in the effective matrix management of activities across the CDC
- Display strong customer and commercial focus towards the delivery of all commissioned work, supporting the identification and securing of additional funding or contract opportunities
- Carry out responsibilities with due regard to the UK Data Protection Legislation and the General Data Protection Regulation (GDPR)
- Carry out responsibilities with due regard to the Company's Equal Opportunities Policy and Sustainable Development Policy
- Work at all times within the code of the Health & Safety Act

**Whilst the key tasks are set out above, it should be noted that:**

**This job description is not comprehensive or exclusive. Hence, duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.**

**Good communication and organisation skills as well as self motivation and self confidence will remain essential qualities to fulfil this role.**

In addition to fulfilling this specific role, you may occasionally be required to make your abilities available to help meet related business needs of the Company in your own or other departments. This would only be required if authorised by the Head of Corporate Services and subject to confirmation that precedence is given to your normal duties.

Date Last Reviewed:	Date:	Oct 2021
Approved by Manager:	Date:	Oct 2021
Agreed with Post Holder:	Date:	Oct 2021
Personnel Informed:	Date:	Oct 2021

**PERSON SPECIFICATION****SERVICE:** Central Services**SECTION:** Central Finance**POST TITLE:** Central Finance, Claims & Audit Manager

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<b><u>Relevant Experience</u></b>	<p>Able to prepare detailed management accounts and statutory accounts to current accounting legislation.</p> <p>Demonstrable experience of management accounts preparation, cash flow management, budgeting and forecasting.</p> <p>Demonstrable experience of dealing with grant funding bodies to include dealing with Grant Claim preparation and audit.</p> <p>Significant current experience of working as a senior manager in a finance environment.</p> <p>Experience of both public and private sector finances.</p>		Application form and evidence of certification

<b><u>Education &amp; Training</u></b>	ACCA / ACA or CIMA qualified and current post qualification experience to include ongoing continuing professional		Application form and evidence of certification
<b><u>Special Knowledge &amp; Skills</u></b>	<p>Self – motivation, commitment and enthusiasm</p> <p>Detailed knowledge of European and UK funding to include ERDF, ESF, EAFRD and EMFF.</p> <p>Computer literate in Microsoft Office products with an excellent working knowledge of using Excel</p> <p>Team player</p> <p>Excellent interpersonal and team working skills</p> <p>Strong communication skills</p>		<p>Application form</p> <p>References</p>
<b><u>Any Additional Factors</u></b>	<p>Ability to work alone on own initiative, but also as member of a team</p> <p>Confident in dealing with a range of people and situations at all levels within the Company</p> <p>Appropriate regard to confidential Company or Service information.</p> <p>Ability to undertake travel</p>		Application form and at interview

	<p>within the county on an occasional basis</p> <p>Ability and willingness to work occasionally outside normal office hours</p>		
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