



THE ROLE

Finance Process Manager

Department: Finance & Pay
Role Code: FI05
Grade/Role: 10
Responsible to: Financial Accounting and Compliance Manager
Responsible for: Senior Finance Assistant – Creditor and Senior Finance Assistant – Debtors
Date Revised: October 2025

Job Purpose:

To protect and save life, property and the environment by being responsible for the treasury function of the Authority incorporating management of purchase and sales ledgers, cash and cash flow control. Actively participating in monthly financial reporting, against budget and preparation of Annual accounts.

Main Duties and Responsibilities:

1. Responsible for daily cash management including investment of surplus cash and transfers between operating bank accounts in accordance with bank facilities. Daily monitoring of bank account movements.
2. Monitor cash flow against forecast with investment recommendations on a daily basis and suggest investment projections for up to three months in advance. Work with the Assistant Director of Finance to set up new investment facilities. Assist with production of forecasts and budgets.
3. To manage the Accounts Payable Team; verifying suppliers, invoice input via Optical Character Recognition (OCR), order matching and allocation to appropriate budget. Timely resolution of disputed invoices and other supplier invoice queries, including supplier account reconciliations, monitoring and actively improving KPI's.
4. Manage the Accounts Receivable Team; sales ledger and credit control, general income and secondments c. £4.5m. Minimise debt position by liaising with Credit Agencies, monitoring and actively improving KPI's.
5. Responsible for reconciling the payroll journal back to supporting HR records and investigating/resolving any errors. This is a complex area and requires a working understanding of payroll, deductions and PAYE.
6. Manage and authorise weekly payments of supplier's invoices to the value of £1m plus via the Lloyds link system. Management of Barclaycard purchase cards value limit £200K.

Role Profile

7. Key participation in the year end accounts process, including production of audit deliverables pack. To liaise with external and internal auditors about all finance processing matters.
8. Manage the receipt of Precept income and Government Grants c £96m.
9. To advise on VAT issues arising, and to manage the production of monthly VAT returns refunds c £4m pa.
10. Manage and process monthly entries for accruals and prepayments including reconciliation of accounts to facilitate accurate reporting on month end and year end accounts.
11. Manage and maintain the Finance Process sections of the financial procedures manual and ensure compliance as well as the Processing Team's day to day finance procedures.
12. Manage user authorisation limits using the Unit4 ERP financial system; ensure that ERP users have the correct access rights to nominal and budgets. Work with Departmental Managers to ensure that the finance system and processes are used efficiently.
13. Manage and liaise with the Essex County Council Pensions Team to process retirement payments totalling £3.5m and ensure compliance with HMRC.
14. Support the Assistant Director of Finance by producing and reviewing the monthly finance report, monthly key performance indicators and monthly balance sheet control account reconciliations.
15. Manage and develop self and others to improve personal and team performance and deliver objectives.
16. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager.
17. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.