

JOB PROFILE

JOB INFORMATION

Job Title	Finance Manager	Department	Finance
Job Family	Finance	Function	CFOO Function
Grade	D (£61,842 - £80,000)	SMCR Role	n/a
Location	Merseyside / Tameside / Bradford	No. of Direct Reports	0 (initially)

JOB PURPOSE

The Finance Lead supports the Finance Director in the day-to-day running of the finance function of Northern Pool (the "Pool"). The role is the principal operational contact for the outsourced finance managed service, ensuring accurate and timely delivery of accounting, cash management, reporting and control activities, and operating within the limits set out in the Delegation of Authority. The Finance Lead contributes to regulatory reporting and supports the FD with the ICARA process, statutory audit and cost control, maintaining a strong financial control environment.

Key Responsibilities	Financial Planning and Analysis - Operate the annual budgeting cycle to the timetable and assumptions set by the Finance Director, working with budget holders to compile and validate departmental submissions. - In conjunction with the outsourced provider, prepare financial analysis, forecasts and variance commentary for review by the Finance Director, flagging emerging risks to plan. Financial Reporting - Review monthly management accounts, variance analysis and financial reports prepared by the outsourced provider, ensuring accuracy, completeness and timely submission to the Finance Director. - Prepare and review financial reporting packs for Finance Director approval, and respond to management and committee queries. - Review tax returns and supporting analyses prepared by the outsourced provider, including VAT and recharges, before Finance Director sign-off. Cost Management and Control - Monitor operational expenditure against budget, tracking supplier and managed service costs and identifying efficiency opportunities for the Finance Director. - Operate the day-to-day financial control framework, including segregation of duties, reconciliations and journal review, escalating exceptions to the Finance Director. Cash and Treasury Management - Oversee the day-to-day cash management process, including daily cash positioning, bank account and mandate administration, and short and medium-term cash flow forecasting. - Review and release payment runs in accordance with the Delegation of Authority
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	- Monitor liquidity against operational and regulatory requirements, escalating any forecast shortfall or threshold breach to the Finance Director. Managed Service Oversight - Act as the day-to-day operational contact for the outsourced finance provider, managing the service against agreed SLAs, KPIs and close timetables. - Review and challenge provider output, maintain the exceptions and error log, and escalate persistent service issues to the Finance Director. Regulatory Reporting, Compliance and Risk - Prepare MIFIDPRU regulatory returns and supporting workings, maintaining data quality and adherence to submission timetables, for Finance Director review and approval. - Provide support with the financial aspects of the ICARA process, including capital and liquidity data, wind-down cost inputs and stress scenario workings, collaborating closely with Risk and Compliance. - Co-ordinate the statutory accounts and external audit process, preparing and evidencing audit schedules, managing information requests between the outsourced provider and the auditors, and tracking findings and management actions to closure. - Ensure financial activities adhere to regulatory requirements, accounting standards and internal policies, escalating irregularities as appropriate.
Functional accountabilities	- Deliver financial operations under the direction of the Finance Director and within the CFOO's remit. - Participate in relevant management forums and committees (e.g. operational governance, audit) to uphold financial integrity and compliance. - Support the Finance Director in ensuring robust financial MI is available for executive and Board decision-making.

KEY INTERACTIONS

Internal	External
- Finance Director - CFOO - Head of Corporate Services - Internal Audit Lead	- PwC (outsourced finance provider) - Regulators - Banking and custody providers - External auditors