JoB description

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| Position Title | **Finance Team Leader** | Department | **Business Services** |
| Generic Job Title | **Finance Team Leader – Site based** | Segment | **Sodexo Justice**  |
| Team Band | **Banded** | Location | **HMP Addiewell** |
| Reports to | **Business Manager** | Office / Unit name | **Finance** |

## ORGANISATION StRUCTURE

Business Manager

Finance Team Leader

Head of Talent

Finance Officer

Finance Officer

#### Job Purpose

The main purpose of the role of Finance Team Leader is to provide support to the Business Manager on day-to-day activities and be responsible for the day to day operations of the finance department.

To manage all the cashiering duties and ensure that they are carried out in accordance with SJS policy and that all money is accurately recorded.

To ensure that Prisoners cash is balanced daily, account for prisoners cash on a monthly basis in SAP, prepare and reconcile accounts on a monthly basis, prepare and provide monthly analysis on prisoner spend.

#### Accountabilities or “what you have to do”

* Responsible for the day to day operations of the finance department – providing a support service for the prison operation by working with the Business Manager and all internal departments & assisting external stakeholders in finance related matters.
* Deputising for and to provide support to the Business Manager in all aspects of finance team responsibilities
* Handling high volume of daily transactional processing and ensure records are accurately maintained on CMS (system to manage prisoners cash). Ensuring all cash related transactions are recorded on the system accurately and reconciled in a timely manner.
* Preparing monthly journals, financial reports and reconciliation of the balance sheet in respect of the prisoners cash, bank, purchase orders, suppliers, and associated activites.
* Maintain accounting controls and policies, procedures and compliance. Carry out continuous reviews of working practices and processes to ensure efficient and cost effective operations and suggest improvements
* Working with the central business shared service accounting team on all prisoner related aspects of the monthly accounts preparation and reconciliations.
* Ensure finance department runs smoothly and work with peers across SJ prisons ans share best practices.
* Daily handling of queries, complaints, correspondences and communication with internal and external stakeholders
* Responsible for posting and reconciliation of petty cash and visits cash in SAP.
* Undertake duties as required that will contribute to the effective operation of the prison
* Promote prisoner financial awareness in the wider prison across all departments.
* Effectively manage staff in the department and lead on their personal development and performance management.
* Compliance with finance regulations in order to provide assurance for audits and corporate governance

**Key Performance Indicators (KPIs)** **or “What it will look like when you are doing the job well”**

* All prisoner cash is fully accounted and reconciled
* Balance sheet accounts are reconciled on a monthly basis.
* Preparing and publishing prisoner spend reports and variance analysis.
* Participate in training as required in order to keep up to date with all mandatory and refresher training
* Carry out continuous regular reviews of working practices and processes to ensure efficient and cost
* Promote, understand and ensure compliance with all SJS policies and procedures.

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Other*** |  |

#### Skills, Knowledge and Experience

Essential

* Part Qualified accountant or studying to part qualified level in a recognised financal qualification from a UK recognised professional bodies (e.g. ACCA/CIMA//ICAS / ICAEW or any orher UK recognised professional bodies) with solid experience in a commercial environment
* Experienced in mananging staff
* Highly motivated, proactive, and requires limited direct supervision and guidance
* Be able to multitask and work well under pressure
* Previous experience of cash reconciliation and cash management
* Have strong communication skills offering a professional and positive approach at all times
* Have high level of accuracy and attention to detail
* Have advanced knowledge of Microsoft Excel
* Flexible, enthusiastic, self- motivated and driven
* Be committed to personal development and participate in training as required

Desirable

* Previous experience in a custodial environment.

#### Contextual or other information

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| I can confirm I have read the full content of my job description and understand the requirements of this role:  |
| Employee Signature:  |
| Date:  |
| Please return to sender with any associated documentation  |

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