



Purpose

Reporting to the Head of Finance, the Transactional Finance Lead is responsible for and will take ownership of the transactional finance functions. The post holder will manage and develop these functions ensuring they are compliant, accurate, reliable, and contributing to timely financial management information. The post holder will ensure the month end and year end tasks are completed accurately and timely and will be alert to efficiencies.

The post holder will support the Head of Finance in the delivery of monthly management accounts and undertake variance analysis activities and support with the creation of budgets, forecasts, and financial plans.

The post holder will maintain their knowledge and awareness of all applicable regulations and keep up with regulatory changes and best practice, specifically in line with the Charities Statement of Recommended Practice (SORP) reporting, FRS 102, and VAT and these will be at the centre of the procedures to be developed.

A key focus of this role is to improve the Internal Controls of each of the transactional functions: Billing and Credit Control, Treasury and Purchase Ledger. This will involve evaluating current processes and documenting procedures and looking for control gaps.

The post holder will work collaboratively with all members of the finance team including the Finance Business Partnering team and Payroll. The role will have line management responsibilities, currently five posts: Billing & Credit Control Assistant, Treasury Management Officer, and 2 Finance Assistants.

The post holder will be an excellent communicator and have the ability to communicate complex financial information to a variety of colleagues.

As a member of the Wider Leadership Team and Cornerstone Finance Team, the Transactional Finance Lead will contribute towards the delivery of the Organisation's strategic, operational, and departmental plans. The role of Transactional Finance Lead is varied and encompasses many aspects within the Finance Department. The post holder will work flexibly with all areas of the organisation to provide professional support and will work with colleagues to ensure that the Finance Team deliver exceptional service which meets the needs of the wider organisation in an efficient, effective and customer focussed way.

You will be involved in but not limited to:

- Manage the Purchase Ledger and Treasury functions, having responsibility for the output of each function, providing support/guidance with their day-today- tasks and assisting in resolving complex issues as they arise. Ensure the Purchase Ledger is adhering to controls and that Operations are following processes that will be set out, including the appropriate authorisations as determined by the Delegation of Authority.
- Review and sign off all bank reconciliations monthly and ensure policies and procedures are being followed
- Review and sign off all credit card returns, both centrally and locally billed, and ensure appropriate procedures and controls are in place and being followed.
- Monitor the 'on behalf of' bank accounts ensuring controls are in place and supporting Operational colleagues to manage such accounts in a compliant way.



- Manage the Sales Ledger function and line reporting of the team, providing support/guidance with their day-to-day tasks and assisting in resolving complex issues as they arise.
- Responsible for setting and monitoring of internal controls relating to Billing and Credit Control, Treasury and Purchase Ledger functions.
- Develop procedures and processes for Billing and Credit Control, Treasury and Purchase Ledger functions. Ensure these are continuously reviewed for efficiencies.
- Implement and improve the Credit Control process, working with the Billing and Credit Control team to ensure procedures and timelines are implemented for the chasing of outstanding debtors.
- Preparation and completion of month end journals and year end journals that are not completed specifically for Branch Accounting purposes.
- Responsible for maintaining the Fixed Asset register, ensuring repairs and maintenance is reviewed for any possible additions and depreciation is posted monthly.
- Participate in the preparation of financial plans, budgets, actual results and forecasts, ensuring they are prepared, analysed and reported in a timely and professional manner. Responsible for the preparation of Balance sheet schedules and reconciliations to trial balance. Ensuring these schedules detail movements with reasons why the movements have occurred.
- Responsible for the provision of VAT returns ensuring that knowledge of charity VAT legislation is kept up to date and applied.
- Assist the Head of Finance and Finance Business Partner Lead with the preparation of year-end Financial Statements and working schedules, ensuring Technical Knowledge is up to date.
- Deputise for the Finance Business Partner Lead during absence.
- Support with the administration of Dimensions, making any changes or setting up of nominal codes or service codes.
- Collaborate with the Finance Business Partners to ensure that KPIs are being prepared and submitted monthly to the Balance Scorecard for Branches and the Charity Finances overall. Investigate any deviations from Target/Budget.

Line Management

- Managing and motivating all direct reports.
- Coaching, mentoring, and supporting the team to enable them to perform to the highest standard to contribute towards achievement of organisational goals and objectives.
- Effectively managing team performance, including carrying out annual appraisals and quarterly performance reviews within organisational timescales.
- Identifying appropriate learning and development opportunities for individual and team development.
- Managing team absences and always ensuring appropriate levels of cover.

General

Continuous improvement, developing skills, adhering to organisational quality standards, and team-work underpin all roles at Cornerstone.

General responsibilities include:

- Adopt the Cornerstone principles of quality management.



Role profile

- Be attentive to and implement organisation brand and style guidelines.
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills.
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Cornerstone.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- This role will require some essential travel throughout the UK, therefore the post holder must be willing to travel.
- Undertake such work as may be appropriate to the post.
- This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Cornerstone at any time after discussion with the post holder.

Outcomes & Approach

- Uphold and demonstrate the organisational values of caring, person-centered, professional, and pioneering.
- Facilitate and empower colleagues and teams to take a solution focused approach, focusing on proactive person centred outcomes for the people we support.
- Empower colleagues and teams to make informed decisions and promote empowerment in all aspects of our work.
- Promote a balanced approach to health and well-being as well as an engaging working environment for all our colleagues.
- Develop, nurture, and maintain excellent professional relationships with other colleagues, leaders and professionals recognising individual strengths within the team and work together to ensure an effective, collaborative approach.
- Share your knowledge and expertise with your team and the wider organisation, contributing to an engaged, motivated, and empowered culture.

Person Specification

No.	1. Qualifications *	Requirement	Measured via
1.1	Business degree	Essential	Application
1.2	Recognised chartered accountancy (CCAB) qualification or Qualified by Experience (QBE)	Desirable	Application
1.3	Working towards a CCAB qualification with demonstrable evidence of recent exam passes and expectation of qualification date	Essential	Application
	2. Skills, Abilities & Competencies		
2.1	Skilled in the development and maintenance of financial controls, policies, and procedures	Desirable	Application/Interview
2.3	Attention to detail, delivering accurate, reliable, and timely outputs	Essential	Interview
2.4	Ability to identify and implement quality processes and procedures and communicate these clearly verbally and in writing	Essential	Interview
2.5	Comfortable learning new systems, developing and implementing new procedures and proposing solutions for problems with systems	Essential	Interview
2.6	Ability to forward plan and work to tight deadlines.	Essential	Interview
2.7	Effective communication and interpersonal skills with the ability to develop relationships and communication with team members.	Essential	Interview
2.8	Strong organisational skills with the ability to plan and organise work, working to tight deadlines	Essential	Interview
2.9	Ability to work with large volumes of data in Excel to produce reports in required formats	Desirable	Interview
	3. Experience		
3.1	Minimum of 4 years' experience of working in a varied finance role in a complex organisation	Essential	Application/Interview
3.2	Experience of staff management and supervision	Desirable	Application/Interview
3.3	Experience of operating at manager level within a similar type or size of organisation	Desirable	Application/Interview
3.4	Demonstrable experience or working in management accounts preparation/analysis role	Essential	Application/Interview
3.5	Experience of developing financial processes and controls	Essential	Application/Interview
	4. Knowledge		
4.1	Knowledge and experience of producing financial reporting and being able to analyse information.	Essential	Application/Interview
4.3	Knowledge of FRS 102 and Charities SORP accounting	Desirable	Interview
4.4	Knowledge and understanding of VAT and VAT reporting	Essential	Interview
4.5	Knowledge of VAT partial exemption	Desirable	Interview
4.6	Demonstrable experience of cash handling and reconciling balance sheet control accounts	Essential	Interview
	5. Values		
5.1	A professional approach to work with a willingness to commit to your own professional development and the professional development of others	Essential	Interview
5.2	Committed to achievement of quality management and excellent service	Essential	Interview



Transactional Finance Lead

Role profile

5.3	Committed to providing an excellent support service to the organization	Essential	Interview
5.4	A proactive solution focused approach to problem solving with a flexible approach to emerging or changing circumstances.	Essential	Interview

*At Cornerstone we are keen to attract employees whose own values and approach to work complement our purpose, vision, and values. Qualifications, experience, and competencies can predict and impact on your potential performance, however values and approach are essential.