



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>FINANCE MANAGER</b>
<b>SALARY RANGE</b>	£48,474 to £50,512
<b>LOCATION</b>	Mann Island, Liverpool
<b>PRIMARY PURPOSE OF THE JOB</b>	To provide a full range of Financial and Management Accountancy services to the Merseyside Waste Disposal Authority.
<b>DIRECTLY RESPONSIBLE TO</b>	Director of Finance

### PRINCIPAL DUTIES

1. To deputise in the absence of the Director (Finance).
2. To co-ordinate all revenue and capital budgets of the Merseyside Waste Disposal Authority and the regular monitoring and reporting thereof.
3. To provide appropriate professional advice to the Merseyside Waste Disposal Authority in all areas relating to financial management and the provision of regular financial and management information to Members and Officers.
4. The provision of relevant statutory financial information and the co-ordination of all external financial returns.
5. To specify and maintain relevant financial systems within the frameworks prescribed by the Authority, and to ensure the existence of appropriate controls.
6. To co-ordinate and prepare Annual Statements of Accounts for the Merseyside Waste Disposal Authority in accordance with all relevant Statute, Codes of Practice, Regulations and Guidelines and to present those Statements for Member approval.
7. To provide a comprehensive financial service to all business and/or service units of the Merseyside Waste Disposal Authority, including the preparation and interpretation of financial information and management accounts in order that Managers may take

appropriate operational decisions. This includes medium term financial planning and forecasting.

8. To undertake the calculation of the Authority's annual Levy charges.
9. To provide financial support to procurement projects, as required
10. To lead and support the work of the auditors to ensure timely production of the annual accounts and internal audit programme.
11. The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.

## **OTHER DUTIES**

The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.

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### General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

### Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

### Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### Risk Management

To support and contribute to the delivery of the Authority's Risk Management Strategy and to effectively manage those strategic and operational risks for which the manager has responsibility.

### Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

### **Special Conditions**

**This post is politically restricted under the Local Government Housing Act 1989**

	Date	Name	Post Title
	September 2024	Lesley Worswick	Chief Executive

