

# Reconciliations and Treasury Manager

## Job description

Directorate	Finance	Reports to	Financial Controller
Security level	Counter Terrorism Check	Salary band	C
Salary range	£40,492		
IPSA reference	RATM25		

## Overview and context

A key role managing the daily operation of financial controls, reconciliations and treasury related activity. The role-holder controls and monitors all banking administration, completes month-end reconciliations and supports the preparation of the annual report and accounts and year-end audit file, ensuring strong financial management and controls are in place.

Working with teams across IPSA and third-party stakeholders, the role-holder is responsible for reconciliations and treasury management, aiding the Financial Controller and Financial Reporting Manager to create a robust financial management and controls environment. The role-holder supports the month-end and year-end processes, the production of statutory annual financial statements and internal and external audits and is the main contact for the debt collection agency and other key stakeholders such as HMT, HMRC and the House of Commons.

This role sits within the Finance Directorate and reports to the Financial Controller but works closely with the Finance Business Partners, Management Accountant, MP Services and the Payroll team.

## Key responsibilities

- Month end: supporting the month-end timetable, preparing and posting General Ledger journals, preparing c.40 balance sheet accounts and salary control account reconciliations, investigating and problem-solving reconciliations efficiently, monitoring and reconciling cash payments and liaising with the NAO.
- Treasury management: responsible for all banking administration and monitoring, ensuring timely, accurate processing of transactional data and preparation of the monthly bank reconciliation.
- HMT Forecasting and Drawdowns: forecasting monthly drawdowns and submitting relevant returns on the Online System for Central Accounting and Reporting.
- Payments: supporting the Accounts Payable team by performing simple system-based checks and approvals, ensuring segregation of duties for payment runs.
- Payroll: facilitating month-end reconciliation of Payroll related accounts, analysing data on deductions before month-end.
- Debt management: accountable for the relationship with the debt collection agency, monitoring new collections and seeking updates on monies recovered, as well as managing write offs.

## Reconciliations and Treasury Manager Job description

- Accounts preparation: supporting the Financial Controller to prepare and produce monthly, quarterly and year-end annual report and accounts, collating back-up evidence or responses to queries from internal and external auditors (NAO).
- Stakeholder Management: build and maintain strong relationships with IPSA's key stakeholders, providing an accurate and efficient service, promptly resolving all banking and general accounting/finance queries and issues.
- Accounting Regulation: ensuring IPSA's finances are appropriately administered, processed, and monitored in line with the Financial Reporting Manual (FRM) and relevant accounting standards and controls.
- Continuous improvement: initiating and implementing continuous improvements to the treasury, month-end and year-end processes, and control account reconciliations, creating simple operating procedures and supporting autonomous IPSA and Finance projects and other tasks, as required.
- Values: Bringing IPSA's core values of Staying Connected, Seeing the Bigger Picture, Being Open, Doing the Right Thing and Making a Difference to life through behaviours and action.

IPSA is a learning organisation. We constantly review our work against our customer's need and assess the environment in which we operate so that we can continuously improve. Therefore, the list of key responsibilities may adapt and change over time within the spirit and nature of organisational change and the development of the role.

### What we're looking for

You'll be a pragmatic problem-solver and proactively investigate financial queries, some of which are complex in nature. You'll be confident in your ability and happy working on your own initiative, but you'll know when to seek help. You'll have laser sharp attention to detail and take pride in the finance data to ensure it's right first time, every time.

You'll be adept at managing your own workload with little supervision and juggling several strands of work to deadlines and you'll be comfortable holding yourself to account to achieve outstanding results, responding positively to setbacks and feedback. Through high collaboration, you'll work with busy teams to seek insight and clarity, and you'll generously share your knowledge with others to improve their financial awareness and acumen. Your ability to build positive and constructive relationships will be paramount to your success.

Your boundless energy will bring passion and commitment to the Finance team and relentlessly support IPSA's strategic objective of delivering financial value.

The experience and technical level required for the role, along with personal qualities, skills, attributes, and qualifications (where relevant) are listed below.

# Reconciliations and Treasury Manager Job description

## Essential

- Qualified or part qualified accountant and member of CCAB.
- Sound financial control and debt management skills with substantial proven experience in preparing complex account reconciliations.
- Exceptionally strong attention to detail and strong data skills with the ability to interrogate and interpret complex financial data.
- Able to work collaboratively and be accountable for achieving great results, managing multiple workstreams simultaneously.
- Resilient and performs well under pressure, responding constructively to setbacks and feedback from all areas of the organisation.
- Adept at communicating complex and challenging financial information to people of all levels, challenging others constructively.
- Proactive and flexible, adapting quickly to changing situations and taking the initiative to respond to the needs and priorities of others.
- Self-aware, recognising own limits, acting on feedback from others and knowing when to seek support and guidance.
- High initiative and a flexible approach to work and change, flexible in supporting ad hoc work across the organisation.
- Able to develop learning agility, demonstrate an ability to be successful in new and different situations, and exhibit inter-personal flexibility.

## Desirable

- Continuously improves core processes and systems to improve the quality of IPSA's and the Finance team's work.
- Passionate about improving the financial awareness and acumen of others.
- Strong coaching and feedback skills to help develop others.