



Job Description:

Job	Finance Operations Leader
Hours per week	35
Service	Corporate Services
Team	Finance
Job location	Headquarters
Line Manager	Finance Manager
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Key purpose

The primary purpose of this role is to oversee the day-to-day management of financial transaction processing for the Loch Lomond and The Trossachs National Park Authority.

In addition, the post holder will support the delivery of the Authority's wider finance function by contributing to the development and maintenance of efficient and effective financial operations. This includes ensuring robust processes, controls, policies, and systems are in place to support accurate financial management and compliance.

Key accountabilities

- **Delivery of financial operations**, including accounts payable, accounts receivable, cashflow management, and balance sheet reconciliations. Ensure all financial transactions are appropriately authorised, accurately recorded, reported, and securely filed. Responsible for the review and completion of the bi-weekly supplier payment run.
- **Line manage Finance Advisers**, providing clear guidance, support, and direction to ensure effective service delivery. Provide operational cover for transaction processing during periods of staff absence, including holidays.
- **Support payroll processing** and take responsibility for the preparation and submission of the quarterly VAT return, while providing ongoing support for VAT reporting and compliance.

- **Oversee and deliver month-end and year-end close processes**, ensuring they are completed in a timely and controlled manner. Support the production of accurate management accounts, with all reconciliations completed and reviewed.
- **Support the preparation of year-end statutory accounts**, contributing to the development of the year-end timetable and ensuring timely ledger closure. Ensure the accurate identification of accruals, completion of balance sheet reconciliations, and provision of supporting documentation for external audit.
- **Maintain a robust financial control environment**, ensuring effective controls are in place and that financial policies and procedures are current, appropriate, and consistently applied.
- **Collaborate closely with the Finance Manager, Finance and Procurement Manager, and Finance Business Partners** to support the delivery of management accounts, budgets, forecasts, and year-end statutory accounts.
- **Drive continuous improvement across finance processes**, identifying and implementing efficiencies to enhance accuracy, control, and service delivery.
- **Provide training, guidance, and support** to budget holders and staff on financial operations, processes, and the finance system.
- **Act as a key liaison with the finance system provider**, managing queries, system issues, and enhancement requests on behalf of the Finance team.
- **Support the implementation of a new finance system**, including the development of coding structures to enable improved reporting across income, expenditure, and capital.
- **Provide financial advice, guidance, and support** across the organisation to meet operational and strategic business needs.
- **Prepare and maintain financial policies, procedures, and control documentation**, ensuring they are clear, up to date, and effectively implemented.
- **Contribute to a user-focused and effective finance and management information service**, supporting the team in delivering both departmental and wider organisational objectives.
- **Undertake any other duties appropriate to the grade** as required.

Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Demonstrable hands-on experience in financial processing, including accounts payable, accounts receivable, bank reconciliations, VAT, and balance sheet reconciliations. • Proven experience of line management, with the ability to lead, support, and develop team members effectively. • Strong working knowledge of financial systems, with a solid understanding of nominal ledger structures and coding frameworks. • Experience in process improvement and automation, with the ability to identify efficiencies and implement practical solutions. 	<ul style="list-style-type: none"> • Experience of working with budget holders to manage spend; • Experience of working within a finance unit in a public sector environment; • Experience of VAT returns and payroll processing; payroll month end and year end and dealing with external bodies on payroll; • Experience of implementation of new finance systems; • Experience of assisting with end of year statutory accounts, liaising with internal and external auditors;
<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> • Proactive self-starter, with the drive to work both independently and collaboratively, demonstrating flexibility in approach. • Practical approach to process improvements. • Proven ability to motivate, support, and develop staff, fostering a positive and productive team environment. • Strong organisational and prioritisation skills, with the ability to manage competing demands and meet deadlines effectively. • High level of accuracy and attention to detail, ensuring the integrity of financial information. • Strong bookkeeping skills, with a sound understanding of core financial principles. • Intermediate proficiency in Microsoft Excel, including the use of formulas and data analysis tools. • Effective problem-solving skills, with the ability to identify issues and implement practical solutions. • Strong written and verbal communication skills, with the ability to convey financial information clearly and effectively. 	<ul style="list-style-type: none"> • Experience of working in a small finance team; • Ability to analyse reports/systems/working practices to identify errors and potential improvements

<i>Required Qualifications</i>	<ul style="list-style-type: none"> • Part Qualified Accountant/ Qualified by Experience 	
<i>Any Additional Job-Related Requirements</i>	<ul style="list-style-type: none"> • Flexible approach to work, with a willingness to work additional hours as required to meet workload peaks and key deadlines. 	<ul style="list-style-type: none"> • Current UK Full Driving Licence • Interest in Climate Emergency and Biodiversity