TOWER HAMLETS HOMES

JOB DESCRIPTION

<table>
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<tr>
<th>Post Title: Transactions Processing Manager</th>
<th>Post No:</th>
<th>Grade: PO3</th>
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<tr>
<td>Division: Finance &amp; Resources</td>
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<td>Section: Finance</td>
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Responsible to: Financial Systems Controller

Responsible for: Payment Officers x 2

Purpose of the job:
1. Be a part of an Accountancy Team which provides a comprehensive high quality accountancy & financial management and advice service to Tower Hamlets Homes, its Senior Management Team, Board & Committees.
2. Management and supervision of staff, including planning, organising and controlling performance and quality.
3. Responsible for the management of the transactions processing function including payments, banking and VAT; ensure timely reconciliations and the posting of invoices & vouchers, bank transactions, and the issue of cheque, BACS & other payments.
4. To support the work of the Senior Accountant in the provision of excellent financial services, which enhances service delivery in Tower Hamlets Homes.

Major Duties and Responsibilities:
1. Assist in providing an effective financial service to Tower Hamlets Homes
2. Manage and supervise the payments team; setting priorities, monitoring performance, issue procedures and managing workload to meet the objectives of the Team and THH.
3. Arrange payments to creditors by cheque, BACS or other methods in accordance with protocol or as directed by line manager, Finance Manager or Senior Management Team. Ensure payments are properly authorised and that appropriate remittance advice is sent to creditors.
4. Act as lead representative on payment related issues with creditors and THH staff regarding disputed invoices, bills or accounts to avoid potential legal action against the organisation.
5. Manage THH cash book transactions ensuring payments & receipts are accurately recorded in a timely manner and that bank reconciliations are carried out on a regular basis in accordance with organisation’s financial regulations.
6. Prepare periodic VAT returns and submit to line manager for approval. Ensure that the VAT control is reconciled on a regular basis in accordance with financial procedures.
7. Assume responsibility for the disbursement and maintenance of the petty cash account in the absence of the Administration Officer.

8. Assist in maintaining the financial systems used in the Team and recommend developments where appropriate.

9. Report to and make recommendations to Senior Accountants for defined areas of work.

10. Liaise with Service Managers and provide detailed information to assist in the preparation of budgets, budgetary control and preparation of final accounts.

11. Knowledge of Financial Regulations and Standing Orders and ensure they are adhered to in relation to all tasks carried out.

Job Activities:

1. Issue, review and update procedures relevant to areas of responsibility to ensure an efficient service meeting the requirements of THH; provide training for staff as necessary.

2. Notify, verify, log dispute markers and withdraw payment vouchers as appropriate. Issue instructions for the cancellation, or stop and reissue, of cheques informing the appropriate sections of the actions taken.

3. Set up new creditors and in liaison with the Financial Systems group ensure that new contractors conform to appropriate Construction Industry requirements.

4. Take the lead in resolving disputes between creditors and THH staff relating to the purchase of goods and services.

5. Provide and prepare information to support the preparation of statutory accounts and their subsequent audit in accordance with the timetable issued by the Head of Finance and Resources.

6. Attend court as a witness for THH for writ or debt recovery purposes, as and when required.

7. Reconcile the VAT control account on a monthly basis and prepare periodic VAT returns for THH.

8. As and when required, draw manual cheques and submit them to authorised signatories; complete the attendant allocations process within the general ledger to ensure that cheque numbers are matched to their corresponding invoices.

9. Promptly post bank transactions into general ledger and reconcile bank account on a monthly basis. Ensure cheque books and other bank stationery are locked away in a secure location overnight.

10. Disburse petty cash and maintain the imprest account in the absence of the Financial Administrator.

11. Provide financial information to management in THH as directed by the Financial Systems Controller.

12. To work as part of a multi-disciplinary project team as directed by line manager.
13. Ensure that entries in financial systems, both manual and computerised, are made promptly and accurately.

14. Assist in the preparation of business plans & budgets in accordance with instructions and timetables issued by the Head of Financial Services.

15. Provide financial information in order that Senior Accountants can provide commentary for inclusion in Committee reports.

16. To provide advice and support to THH staff across all areas of the Company to enhance the understanding of the business.

17. To undertake any other duties commensurate with the grade, as determined by your line manager.

**Additional Duties and Responsibilities:**

1. Ensure that all duties and responsibilities are performed in accordance with all THH Policies and Procedures including Financial Regulations, Standing Orders, Personnel Policies and Procedures, Health and Safety Policy etc.

2. Participate in the THH performance management scheme, ensuring that performance standards/targets are set and met within the agreed timescale.

3. Promote and comply with the THH’s Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and to ensure all services are accessible to all users.

4. Operate and utilise information and communications technology as appropriate to the post’s areas of responsibility and to assist with the identification and development of new ICT applications that would improve the efficiency of the service.

5. Keep abreast of professional developments, legislative changes and best practice, attending Continuing Professional Development courses as appropriate and applying updated knowledge to present work programmes and sharing information gathered on courses, including providing training for other staff.

6. Undertake any other duties of a similar nature, within any team of the Section and at any location within the Borough, which may arise from time to time and which are commensurate with the grade of the post and within the capabilities of the post-holder.

**Signed by:**

**Postholder:** ____________________________  **Date:** ________________

**Services Manager:** ____________________________  **Date:** ________________

**Trade Union Rep:** ____________________________  **Date:** ________________