

**Her Majesty’s Courts and Tribunals Service**

**Directorate: Finance, Governance & Performance**

**Job Title: Financial Reporting Manager**

**Band: Band B**

**Location: This position can be based in London or Nationally at any HMCTS regional hub, although regular travel to London is expected.**

**Salary: London (£35,895 - £46,424), National (£30,229 - £44,312)**

Please note that applicants from outside of the civil service, if successful, will start with a salary corresponding to the bottom of the band. Additionally, any relevant professional qualifications and/or memberships will be factored into salary discussions.

**Overview**

HMCTS is embarking on a period of significant change which will see the organisation transform. Strong leadership is a critical element in this being successful. As a manager within HMCTS the jobholder must provide clear direction and focus, visibly championing the changes which deliver greater efficiencies. The HMCTS Executive Team expects managers in the organisation to operate in a culture of openness and honesty, demonstrating a commitment to change through involvement and empowerment, and by delivering results.

The HMCTS Finance, Governance and Performance function will have a pivotal role in supporting senior stakeholders and their teams through the change, with the right strategy to build the necessary organisational capability and to realise the benefits needed.

**Main purpose of the role:**

As Financial Reporting Manager for the Change Portfolio, your role is to protect value, drive value and add value. You will work with Finance Business Partners, In-year Financial Management Team and the Portfolio Delivery Team to ensure financial reporting meets the needs of stakeholders across the portfolio.

Your role will be to help achieve the HMCTS vision to have an efficient and effective courts and tribunals system which enables the rule of law to be upheld, and provides access to justice for all. You will ensure that the significant investment made by HM Treasury allows HMCTS to provide a more accessible system which is modern and responsive, treats those who use our service with dignity and respect, and which provides better value for money for the taxpayer. You will help deliver a significant reform programme which will enable a radical estates modernisation and greater use of digital solutions.

You will provide effective, active and dynamic leadership, communicating objectives, plans and priorities with clarity, conviction and enthusiasm. You will become involved in national initiatives that continue to develop the finance function with regard to delivering accounting services and improving management information and where appropriate you will ensure compliance with CPD requirements, and keep up to date with accounting developments and programme and project requirements.

**Key Responsibilities**

* Reporting to the Head of Financial Reporting for the Change Portfolio, you will help provide quality, accurate and timely reporting for the Change Portfolio.
* You will support the Head of Portfolio Finance to drive the agenda forward and work with Delivery Directors, Finance colleagues and operational leads to ensure both costs and benefits are well understood and articulated.
* You will work in conjunction with other senior accountants to ensure you clearly understand the requirements across the portfolio and act as the single point for MoJ Change team for all change reporting requirements within HMCTS.
* You will work with other senior finance business partners to standardise reporting across the portfolio and ensure we develop a brand for all change finance reports.
* You will work with the In Year Reporting team to ensure timely input into the forecasting and budgeting process for the whole portfolio.
* You will help work with the in-year reporting and medium term financial planning to ensure costs and benefits are appropriately allocated and captured across the 5 year financial plan for the Agency.
* You will help oversee the management and allocation of benefits from the portfolio and work in conjunction with the Medium Term Financial Planning team and the Financial Benefits manager to ensure this is well-understood and documented by the business.
* You will lead the team to provide support in analysis of complex data to inform business cases, board papers, decision making and options appraisal.

**Additionally,**

* You will engage with internal and external stakeholders to provide information that meets requirements and considers the legal obligations placed upon HMCTS and government departments. To act with integrity, honesty and impartiality in all such dealings.
* You will actively seek best practice in service delivery, develop new products to meet the needs of the changing business and to assist the business deliver solutions that represent good value for money.
* You will provide visible, approachable leadership to team(s), maintaining a continuous dialogue with staff in respect of change, performance and celebrating successes.
* You will show personal commitment to innovation (CI), actively listen to staff ideas/concerns and act upon them.
* You will role model leadership behaviours that emphasise an inclusive / participative approach to management and tackle inappropriate behaviours / poor performance.
* You will monitor and manage staff attendance and seek improvement in line with the policy.
* You will encourage personal development by showing commitment to life-long-learning and support staff in developing new skills.
* You will represent the finance community in the wider business in a professional manner which builds cross functional relationships and strengthens the perception of finance as a fair, impartial and business focused /critical partner
* You will work in a flexible way and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post.

**Key Skills**

* CCAB, or equivalent, qualified (or with considerable financial/ commercial experience and the ability to gain formal CCAB qualifications within a reasonable time).
* Strong technical accounting skills to ensure Treasury financial reporting requirements and International Accounting Standards are applied correctly.
* Ability to work in a fast-paced and high-profile change programme, to develop a comprehensive understanding of the strategic objectives and challenges.
* Excellent interpersonal skills and ability to build and maintain strong working relationships with stakeholders.
* Strong data presentation skills and an ability to convey complex information to a variety of audiences.
* Adaptable and willing to review role and priorities with senior management team to meet the current and future needs of the organisation.

**Key Civil Service Competencies (See Competency Framework)**

You will be required to provide evidence of the following key competencies at Level 3.

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| **Delivering Value for Money** | * Recommend actions to achieve value for money and efficiency
* Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes
* Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans
* Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved
* Monitor the use of resources in line with organisational procedures and plans and hold team to account
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| **Changing and Improving** | * Find ways to improve systems and structures to deliver with more streamlined resources
* Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making
* Be prepared to take managed risks, ensuring these are planned and their impact assessed
* Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking
* Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same
* Prepare for and respond appropriately to the range of possible effects that change may have on own role/team
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| **Leading and Communicating** | * Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Departmental strategy
* Recognise, respect and reward the contribution and achievements of others
* Communicate in a succinct, engaging manner and stand ground when needed
* Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact
* Promote the work of the Department and play an active part in supporting the Civil Service values and culture
* Convey enthusiasm and energy about their work and encourage others to do the same
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| **Collaborating and Partnering** | * Establish relationships with a range of stakeholders to support delivery of business outcomes
* Invest time to generate a common focus and genuine team spirit
* Actively seek input from a diverse range of people
* Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation
* Deal with conflict in a prompt, calm and constructive manner
* Encourage collaborative team working within own team and across the Department
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| **Seeing the Bigger Picture** | * Be alert to emerging issues and trends which might impact or benefit own and team’s work
* Develop an understanding of own area’s strategy and how this contributes to Departmental priorities
* Ensure own area/team activities are aligned to Departmental priorities
* Actively seek out and share experience to develop understanding and knowledge of own work and of team’s business area
* Seek to understand how the services, activities and strategies in the area work together to create value for the customer/end user
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| **Managing a Quality Service** | * Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions
* Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money
* Work with team to set priorities, goals, objectives and timescales
* Establish mechanisms to seek out and respond to feedback from customers about service provided
* Promote a culture that tackles fraud and deception, keeping others informed of outcomes
* Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners
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| **If you are a Finance Professional, the following competency also applies:****Professional/Specialist Skill** | * A recognised finance qualification or part-qualification of an IFAC (International Federation of Accountants) member body (e.g. ICAEW, ICAS, ICAI, CIMA, ACCA or CIPFA); or no formal finance qualification but considerable financial/ commercial experience and the ability to gain formal CCAB qualifications within a reasonable time
* Excellent practical understanding of Oracle financial systems and related reporting products
* Excellent financial analysis skills and an advanced knowledge of Excel
* Detailed understanding of cost and income issues affecting budget management within tribunals or courts
* Track record for producing reliable and accurate forecasts and other financial reports to tight and shifting deadlines
* Ability to communicate complex financial issues to non-finance staff clearly and concise
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