

Job Description

A Post Details	
Job Title: Financial Systems Manager	Grade: C001
Department: Finance, Commercial, & Estates	Division: A
Reports to: Senior Financial Control Manager	Contract Type: Permanent
Level of Vetting: Management Vetting	Numbers in Post: Enter AFIC10009 numbers as per submission or org chart
Welsh language required No	
B Purpose of the Post	
<p>The post holder will maintain the integrity of the organisation's financial system. The post holder will review, maintain, and update the financial delegations in the financial system to align to the organisational structure and the authorities outlined in the Letter of Delegation. Lead on system's compliance and continuous improvement projects. This role will also take a key leading role in the implementation of a new Finance and Commercial system over the next 2 years.</p>	
C Dimensions of the Post	
<p>Financial - Direct or Non-Direct</p> <ul style="list-style-type: none"> Responsible for the management of all current systems within Finance (currently eFins, Paygate, eAnalyser, eProc, PIM, etc.); Developing, reviewing, implementing and updating appropriate policies and procedures for all aspects of the systems; Responsible for the preparation, maintenance and development of 'fit-for-purpose' reports within the system; Complete and accurate control of all systems environments ensuring integrity of financial systems data at all times. Responsible for the implementation of a new finance and procurement system. <p>Staff Responsibilities - Direct or Non-Direct One direct report: - Junior Systems and Finance Officer</p> <p>Any Other Statistical Data There are approximately 273 users of Finance systems, 150 users of the Procurement module.</p>	
D Principal Accountabilities	
Maintain integrity of the financial system	

- Maintain the integrity of the financial system including reviewing and developing robust processes and controls
- Identifying opportunities for control improvements and effective implementation.
- Develop, manage and monitor the effective delivery of BTP's financial processes by ensuring that effective financial procedures are produced and adhered to.
- Review the effectiveness of financial transactions processes within the financial system and make improvements and streamline processes.
- Manage the effective integration of financial processes and ensure the financial systems are fit for purpose.
- Review and redesign financial processes as necessary to ensure they meet the needs of the Force, such as ensuring the Chart of Accounts is accurate and reflects the needs and structure of all aspects of the business. Ensure that financial systems maintain their currency and are exploited to the maximum benefits of users and BTP/BTPA.
- Work closely with the Senior Financial Control Manager and the Deputy Director ,Financial Control to review current IT systems specifically looking at user access needs and maximising usage of current systems to meet the organisations needs.
- Be responsible for maintaining an updated list of authorised signatories in the financial and procurement system.
- Manage the implementation of upgrades to the finance and procurement systems or the implementation of new financial and procurement systems.

Routine Processes

- Develop and implement Period-End, and Year-End systems closedown procedures to enable the timely production of management and statutory financial statements.
- Ensure that all accounting routines are completed and final reports produced prior to moving ledgers on to a new accounting period or financial year.
- Oversee the review and take corrective action against any error reports produced, liaise with Financial Accountant on potential impact to financial ledgers.
- Be responsible for checking and ensuring that files interfacing to / from finance applications are reliable, secure and interfaced to prescribed deadlines.
- Initiate regular reporting sequences to produce standard reports and other management information.

- Ensure that any special process requirements at period end are communicated to users in a timely manner. Initiate regular reporting sequences to produce standard reports and other management information.

Build and Manage Customer Relationships.

- Provide systems advice and guidance to users and ensure they are aware of the importance of maintaining complete and accurate financial information .
- Advise managers across the organisation on systems principles, policies and processes on requirements for finance system users;
- Devise and provide training programmes to meet financial system users needs and assess success of training;
- Facilitate knowledge management and knowledge sharing within the organisation.

Manage and Develop Staff

- Provide effective and supportive management for those staff reporting directly to the post-holder.
- Promote and support effective team working within the wider Finance team.
- Provide effective feedback, including implementation of BTP's policies and procedures for staff appraisal, competency assessment and career counselling to employees within Finance.

Internal and External Audit Liaison

- Prepare, compile, analyse and co-ordinate information for Internal and External Auditors to ensure accurate and timely information is provided to auditors.
- Providing timely explanations to Internal and External Audit on audit queries
- Implementing Internal and External Audit recommendations.

Providing high quality technical advice

- Providing high quality, relevant and technical advice to Finance colleagues and Management.

Communicating effectively

- Be an ambassador for the Department, representing the Senior Financial Control Manager, Deputy Director, Financial Control and the Director of Corporate Development as required.
- Communicating effectively orally and in writing, within the Department, elsewhere within the BTP and with other stakeholders.
- Adapting communication style to reflect the circumstances, including communicating technical information in an accessible way to non-accountants.
- Working flexibly and positively
- Undertaking such other projects and 'business as usual' activities as assigned

<ul style="list-style-type: none"> Working collaboratively with colleagues. Contributing to the improvement of the finance function and promoting a culture of continuous improvement. Planning their own work and of the team to respond to changing priorities.
E Decision Making
<p>Make decisions</p> <ul style="list-style-type: none"> Interpretation of financial regulations and delegation levels in the financial system. User profiles created and reviewed System change requests reviewed and actioned where appropriate Prepare and maintain all system and upgrade implementation plans <p>Significant say in decisions</p> <ul style="list-style-type: none"> Chart of accounts structure Financial processes and controls
F Contact with Others
<p>Internal</p> <p>Director of Corporate Development, Deputy Director Finance and Decision Support, Deputy Director Financial Control, Deputy Director Commercial and Estates, Heads of Service, Chief Officers, Area Commanders, Service Managers, Budget holders.</p> <p>External</p> <p>BTPA, Internal Auditors, External Auditors, Government Banking Service, Commercial banks, HMRC, Department for Transport, DfT ALBs, Other Police Forces, Force suppliers & customers.</p>
G Essential Criteria
<p>A fully qualified member of one of the five Consultative Committees of Accounting Bodies (CCAB) i.e. ACCA, CIPFA, ICAEW, ICAI, or ICAS or a European or International equivalent qualification.</p> <p>Complies with the CPD requirements of their professional accountancy body or (if no such requirements are set) with continuing professional development equivalent to that of the CIPFA CPD requirements.</p>
<p>Experience:</p> <p>Excellent interpersonal and communication skills in Welsh No</p>
<ul style="list-style-type: none"> Significant experience as a user and developer of a finance and procurement system preferably cloud-based or SaaS based.

- Proven experience in change and implementation of a new financial system.
- Understanding of SQL program language principles to access and manipulate the information and data that is stored in databases, as well as for creating and altering new tables.
- Maintenance of universes within the financial and procurement system
- Experience in a senior position within a finance function
- Understanding of financial reporting frameworks such as FReM & IFRS
- Experience of financial reporting in a complex and/or geographically dispersed organisations
- Sound understanding of systems implementation principles
- Track record of building strong relationships with a wide range of internal and external organisations, partners and stakeholders working together to deliver successful outcomes.

Skills:

Excellent interpersonal and communication skills in Welsh **No**

- Ability to think strategically to solve technical systems issues.
- IT expertise including using SQL or other programme language skills to develop bespoke reports to meet organisational needs
- Knowledge of Power BI
- Highly numerate with good excel skills
- An excellent communicator with good interpersonal skills, confident working with individuals at all levels to build effective partnerships across organisational boundaries.
- Analytical, creative and strategic.
- Reporting on complex systems issues to senior management in writing and orally.
- Adopting clear processes and standards for managing performance at all levels, maintain effective performance in difficult and challenging circumstances and be a role model to support and energise teams to build confidence in their ability to deliver outcomes.
- Innovation: Encouraging a culture of innovation focused on adding value - give people space to think creatively.
- Leadership: Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals and improvements.
- Team working: Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests. Taking a strategic perspective to identifying the capability needs of the organisation and identifying and nurturing future leaders
- Value added: Embed a culture of value for money across the organisation and within the team. Working collaboratively across boundaries to ensure

<p>that the organisation maximises its strategic outcomes within the resources available.</p> <ul style="list-style-type: none">• Active: Creating opportunities and leading on service improvements (including new technology) comparing the finance service against industry best practice and identify improvements, as well as ensuring our processes meet legal and regulatory requirements
<p>Knowledge:</p>
<ul style="list-style-type: none">• Communicate clearly, concisely, and confidently at senior management level.• Promote teamwork and co-operation across teams to enhance performance.• Take responsibility for implementing change successfully in the relevant functional area. Identify development opportunities for staff and encourage a learning environment.• The ability to effectively manage and lead individuals and teams and to follow all relevant HR policies and procedures.
<p>Desirable criteria: Qualifications and Training:</p> <p>Experience:</p> <ul style="list-style-type: none">• Experience of using cloud-based or SaaS systems and understanding and prior experience of E-Fins would be an advantage• Understanding of UK Corporate Governance and Sarbane Oxley's principles <p>Skills:</p> <p>Understanding the organisation's strategic and commercial aims and objectives</p>
<p>Qualifications and Training:</p>
<p>H Additional Information</p>
<p>Commitment to BTP values and Diversity and Inclusion</p>
<p>For Panel to complete only:</p> <p>Panel Approval: Jodie Childs (3661)</p> <p>Date:23/07/2025</p>

Please submit with supporting documentation (organisational charts, job descriptions) via the [Hub](#)

You will be advised of a panel date following receipt of the submission