**Job Description**

**Role title:** Transactional Finance Manager

**Reports to:** Group Financial Controller

**Grade:** Technical Specialist

**Sector:** Group Services

**Division:** Finance Operations

**Purpose / Scope of role**

The APEM Group is a world class environmental consultancy and a high growth business, fuelled both organically and through acquisition, and becoming international. The APEM Group Executive team lead the organisation; setting ambitious goals and ensuring delivery is achieved in a sustainable way and underpinned by a healthy and high-performance culture.

This role is responsible for the management and output of the accounts payable, credit control and billing functions. This role also manages treasury and day to day cash requirements across the group.

**What success looks like in this role**

This role is covering a maternity leave for a period of up to 12 months. Success will be defined as completing the full assignment with a good handover in place to the returning postholder following their leave. The successful candidate will keep the team motivated & engaged, optimising WIP and debtor days, you will also support and be responsible for the effective management of treasury.

As a fresh pair of eyes, we would encourage the successful candidate to review current ways of working and suggest and implement changes as part of our commitment to continuous process improvement.

**Key Responsibilities**

**Team Management**

* Management of Transactional team.
* Ensuring month end deadlines are reached.
* Supporting the team on reporting requirements for wider business.
* Regularly review processes and look to improve and streamline.
* Key escalation point for queries.
* Owning comms to the business relating to any changes in process.
* Preparing and updating team processes and policy.
* Manage any recruitment requirements within the team.
* Initial contact for senior stakeholders.
* Ensuring all financial obligations are adhered to from a payment perspective (VAT, PAYE, Corp Tax, Payroll)
* Training the team on any processes and system changes.

**Accounts Payable**

* Reviewing weekly creditors reports prepared by team.
* Reviewing weekly payment run in line with forecast receipts and cash flow.
* Supporting the team with managing key supplier accounts.
* Ensuring Deltek workflows are up to date with current Delegation of Authority.
* Managing credit card requirements for the business.

**Accounts Receivable**

* Weekly meetings with credit controllers, escalating client debts as appropriate.
* Monitoring invoicing throughout the month with biller.
* Reviewing WIP balances and escalating large / aged balances.
* Escalating invoicing / WIP delays with senior stakeholders.

**Banking**

* Key contact for all banks.
* Ensuring all mandates are up to date and in line with Group policy.
* Managing any FX requirements.
* Managing the set up of new starters on banks.
* Owning the process for closing banks as required.
* Assist with preparation of any utilisation requests relating to debt facilities. Manage interest payment dates and related CT61 payments to HMRC.

**Treasury**

* Treasury management for all entities.
* Providing updates on key changes in forecast receipts and payments.
* Flagging any cash concerns and RCF requirements.
* Managing supplier payment requirements.

**Debt Facilities**

* Understanding of all existing and new facilities.
* Preparing utilisation requests as required.
* Managing payment of interest and fees and relating CT61.

**Other**

* Work with Group FC and wider finance team on integration of acquired businesses including managing bank switches, process alignments and system changes.
* To carry out any additional activities that may be reasonably required or requested.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Team management experience
* IT literate (excel/office/teams)

**Desirable**

* Treasury & cash management experience
* Experience working with WIP/accrued income in a professional services business
* Experience of process improvement and/or integrations of transactional finance processes for acquired businesses
* Experience working in a private equity backed environment with debt and cash flow facilities

**Our Values**

Our most important assets are our people who work for the firm. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**