**About the role**

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| **Role**  Financial Reconciliations Manager | **Location and hours**  Bristol, 35 hours per week, minimum of 60% in office |
| **Band**  Band 3  **What you’ll be doing** |  |
| Managing a team of four and reporting into the Finance Control Manager, you will be responsible for maintaining, enhancing, and reporting on the financial control environment through a variety of monthly and quarterly tasks.  The main responsibilities of the role are as follows:   * Manage a team of four, ensuring all tasks are completed on time, prioritising workloads where necessary * Calculate, reconcile, and submit the Group’s monthly VAT returns to HMRC, ensuring high degrees of accuracy and compliance with relevant legislation * Take ownership of the Financial Control Framework (‘FCF’) of the Group, ensuring all finance risks are captured, and corresponding mitigating controls are identified and regularly monitored to verify effectiveness * Produce the Balance Sheet Control Report (‘BSCR’), compiling all balance sheet reconciliations and assessing the accuracy of the reported Balance Sheet * Complete monthly balance sheet reconciliations accurately and in a timely manner; understand the underlying system postings and MI reports; and take a proactive approach to working with the approving manager to clear down aged/reconciling items * Provide quarterly updates to the Risk, Policy and Compliance Committee (‘RPCC’) on VAT, BSCR and FCF * Act as ‘point of contact’ for the external auditors for financial control questions, and coordinator of questions for operational finance teams * Manage Oracle month end close processes * Calculate and submit quarterly capital expenditure return to the Office of National Statistics * Manage VRM trade credit finance processes   **About you** | |
| You are self-motivated with the ability to work autonomously to tight deadlines and prioritise workloads accordingly  You are positive and enthusiastic with a “can-do” attitude, set high standards and act as an example to others in the team and across the department  You have excellent attention to detail and the drive to continually evolve and improve processes and outputs  You have strong analytical and mathematical skills, with a passion for problem solving and financial modelling  You adopt a professional approach in all dealings, demonstrating high standards and levels of performance with the ability to remain calm and assured under pressure  You have the ability to build enduring relationships across all levels and departments of the business  You are able to accurately calculate and confidently present complex financial information in a concise and understandable way to a wide range of stakeholders  **Minimum criteria** | |
| * Newly qualified accountant (ACA/ACCA/CIMA) * Advanced MS excel skills, with experience of manipulating large datasets. * Good working knowledge of accounting software (preferably Oracle and Alfa)   Desirable   * Experience of compiling VAT workings and submitting returns * Experience of finance reconciliations * Knowledge/experience of IFRSs * Experience of managing a team * Exposure to Oracle and OBIEE * Exposure to ALFA | |
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| **We’re Motability Operations** | |
| **About us** We’re the company behind the Motability Scheme. We exist to deliver smart, sustainable solutions that improve our customers’ mobility in a fast-changing world. We’re the UK’s largest car leasing company and we help over 750,000 people get on the road.  We employ over 1800 people, across London, Bristol, Edinburgh, and Coalville. We know our people are key to our success, so we aim to create an environment that allows our employees to flourish. We look for highly motivated people with a combination of commercial sense and real enthusiasm to meet our customers' needs. | |
| **What we do**  We lease a wide range of tailored mobility solutions to people who receive of one of the Government’s qualifying mobility allowances. Our customers choose a car, Wheelchair Accessible Vehicle (WAV), scooter or powered wheelchair that best suits their needs. We take care of their insurance, breakdown, servicing and more, as part of our worry-free package.  At the end of the lease, our customers can exchange their vehicle for a brand-new model. Each year we sell and move around 200,000 cars. This makes us the largest supplier of single-source vehicles back into the used car market.  The Scheme has been providing affordable, worry-free motoring for over 45 years. We pride ourselves on delivering outstanding customer service, with an independent customer satisfaction rating of 9.6 out of 10. | |
| **How we work**  We work in a hybrid way. That means remotely for up to two days each week and in our great office spaces the rest of the time. This gives us a good work/life balance and lets us collaborate and deliver for our customers. to find out more.  We do our best to accommodate part-time and flexible working requests, where possible, to build on our culture of trust, empowerment, and flexibility.  **Our beliefs and values**  We believe in building a diverse workforce, where our people are empowered to attend work as their true selves. We encourage people from all backgrounds to apply.  We want to sustain a nurturing culture. And our people to be rewarded equally, regardless of race, national or ethnic origin, sexual orientation, age, disability, or gender.  Our values are at the heart of everything we do:   * We believe no one should be left behind à We find solutions * We believe we must take the lead à We drive change * We believe everything starts with the customer à We care | |
| **What we can offer you**   |  |  | | --- | --- | |  | **Pay**: competitive salary, with a yearly discretionary bonus, based on your performance | |  | **Holiday**: 28 days, and you can buy and sell days | |  | **Pension**: 15% non-contributory pension (9% during probation) | |  | **Health and wellbeing**: Private Medical Insurance cover available for all employees and free health screenings for over 50s. Life assurance at four times your basic salary, to give you ~~a~~ peace of mind. Free access to healthcare apps like Peppy, Unmind, and Aviva Digital GP. Mental Health Allies and an Employee Assistance Programme | |  | **Development**: A library of internal training on our myLearn platform | |  | **Family friendly**: We have competitive family leave policies | |  | **Diversity and inclusion**: We embrace the diversity of our people and empower them to come to work as their true selves. We want them to flourish and be rewarded equally. We have Employee Network Groups, and we pride ourselves on being inclusive and all our offices have first-rate disability access | |  | **Helping our community**: One volunteering day each year, and access to volunteering platform Neighbourly | |  | **Schemes**: Car Benefit Scheme for electric and hybrid cars. This means you can lease a brand-new electric or plug-in hybrid car, with insurance and more, for a fixed monthly amount. Cycle to Work Scheme. Employee Discount Scheme, to save money across lots of retailers | |  | **Other, voluntary benefits**: charitable giving, critical illness insurance, dental insurance, health and cancer screenings for you and your partner, discounted gym memberships and season ticket loans, free fresh fruit and snacks in the office | | |