

Job Description & Personal Specification

Finance Supervisor

Job title	Finance Supervisor	Date: January 25
Reports to	Senior Finance and Governance Manager	
Contract/department	Finance and Governance	
Location	Cheshire West and Chester (any location as may reasonably be required)	
Tier	T6	
Hours	24 hours	

Job Purpose

The Finance Supervisor will support the effective management of Cheshire West Recycling's financial operations, supporting accurate reporting, risk management, and compliance with statutory and internal financial requirements.

The role involves preparing monthly management accounts, reconciling balance sheets, and ensuring financial controls are maintained. The Finance Supervisor will also support process improvements, assist with procurement, payroll, and governance, and communicate financial insights to operational teams. Additionally, this role will play a key part in developing internal reporting structures, monitoring budget performance, and ensuring compliance with financial regulations.

Principal Accountabilities

- **Prepare monthly management accounts.** Ensure accurate and timely financial reporting, supporting decision-making and business planning.
- **Maintain financial controls and compliance.** Reconcile and analyse balance sheet codes, including fixed assets, ensuring compliance with financial regulations and internal policies.
- **Support statutory accounts and audits.** Assist in the preparation of year-end accounts and liaise with external auditors.
- **Identify financial risks and opportunities.** Provide analysis and insights to management, supporting proactive decision-making and cost control.
- **Develop internal reporting.** Implement segmental reporting and devolved budgets to enhance financial transparency and accountability.
- **Monitor budget performance.** Track actual versus budgeted spend, highlighting variances and working with teams to manage financial performance effectively.
- **Evaluate and improve financial systems.** Assess existing financial processes, identifying and implementing improvements to enhance efficiency and reporting accuracy.
- **Communicate financial data.** Present and interpret financial information for non-financial managers, ensuring operational teams understand performance and cost drivers.
- **Process payments and transactions.** Manage payment runs and ad-hoc financial transactions, ensuring accuracy and adherence to company policies.
- **Support business functions.** Assist with procurement, payroll, and governance processes, ensuring financial compliance and efficiency.

- **Promote organisational values.** Reflect Cheshire West Recycling’s values of Safety, Responsibility, Trust, and Innovation in all actions and behaviours.

Person Specification

Qualifications	Essential: <ul style="list-style-type: none"> • Part-qualified or studying towards ACA, ACCA, or CIMA. • Or AAT Level 3+. • Or finance-based degree.
Experience	<ul style="list-style-type: none"> • Strong financial and management accounting experience. • Experience supporting procurement, payroll, or governance processes. • Experience in budget monitoring and variance analysis. • Proficient in Microsoft Excel, Word, Teams, and Outlook. • Experience in the waste/recycling industry (desirable). • Knowledge of data governance (desirable). • Xero (desirable). • Monday Work Management (desirable). • Microsoft PowerPoint (desirable). • AI and other financial technology solutions (desirable).
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to communicate financial insights clearly to non-financial stakeholders. • Strong analytical and problem-solving skills to identify risks and opportunities. • High attention to detail and accuracy in reporting and reconciliations. • Proactive approach to improving financial systems and processes. • Ability to monitor budgets and support financial planning. • Effective time management and ability to work to deadlines.
Other Requirements	<ul style="list-style-type: none"> • Commitment to professional development and continuous learning. • Undertake such work as may be determined from time to time, up to or at a level consistent with the Principal Responsibilities of the job. • Work flexibly across all locations in line with business requirements. Out of hours working will be required. • Reflect Our Values through your actions and behaviours.