

Job Description

Job title:	Finance and Rating Manager (WMA)
Job Description No.:	015-WMA
Team/Section:	Finance Team
Department:	WMA Administration
Location:	King's Lynn, Norfolk
Responsible to:	Chief Financial Officer (WMA Group)
Hours:	Full Time – 37 hours per week
Grade/Salary:	£60,000 to £65,000 (dependent upon Qualifications and Experience)
Employer:	King's Lynn IDB trading as the Water Management Alliance

Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the Anglian Region of the United Kingdom who share vision, values and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisations and increase influence at both a national and regional level.

Internal Drainage Boards (“IDBs”) are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

The **Finance and Rating Team** within the Water Management Alliance provides all finance functions across the 7 Member Boards and WMA Consortium. These functions include Sales Ledger, Purchase Ledger, Payroll, Month End, Year End and the collection of our Special Levies and Drainage Rates.

As Finance and Rating Manager you will be supporting the WMA Group's Chief Financial Officer in meeting the team's **key purpose** to provide a professional, effective, responsive and high profile financial management service that supports business planning. This post is responsible for the production of monthly financial management and costing information to budget holders. Information will be produced to both internal and statutory deadlines. You will work as part of a team to contribute to the continued growth in an established team, recognising and promoting best practice and high performance, and delivering consistent quality throughout the business.

Main Responsibilities

- Responsible to the Chief Financial Officer (CFO), you will take a lead role in producing, checking and distributing finance management reports to budget holders to agreed reporting timescales.
- Maintaining a robust control environment, ensuring all Board policies and financial regulations are regularly reviewed and adhered to, source documentation is held securely with sufficient audit trails.
- Forecasting year-end financial performance and identification of risks.
- Cash flow management and forecasts – ensuring the advances requested from each Board are sufficient to cover the Group's financial obligations.
- Balanced financial investment of the Board's assets, in accordance with the Board's Investment policy.
- Management of costs and ring-fenced income for Capital Development Projects.
- Assist with the preparation, production and distribution of the Annual Estimates (Budgets), in accordance with Statutory deadlines.
- Managing the Finance and Rating Team, currently consisting of 7 staff members with the team responsible for:
 - Payroll
 - Transaction processing, including purchase ledger, sales ledger, fixed assets, time sheets, plant sheets and stock records.
 - Bank reconciliations
 - Debt collection
 - Monthly VAT reconciliations and pension returns
 - Rating – generation of Annual Rate Demands and collection of funds owed
 - Investigation of budget variances and reporting these to the CFO and Budget Holder (where applicable)
 - Month-end journals (accruals and prepayments)
- Ensure expenditure is accurately reported within the general ledger which includes transaction analysis.
- Forecasting year-end financial performance and identification of risks.
- Undertaking ad-hoc financial calculations and investigations to meet the needs of the Finance and Rating Department and those of Budget Holders.
- Completion of the year-end financial management processes.
- Ensuring all audit trails are properly maintained.

- Liaising with internal and external auditors, the Bank, HMRC and managing any other audit or inspection requirements.
- Responsible for ensuring all drainage rates, rechargeable works, rents, acknowledgments, surface water development charges and other charges/income are invoiced and collected promptly.
- Assisting others in the Finance and Rating Department, as and when necessary, and providing cover during periods of holiday and sickness, including monthly payroll for 50+ employees.
- Presenting Financial Reports to the Consortium Management Committee and the Member Boards at Board meetings/Committee meetings, as and when required.
- Deputise for the Chief Financial Officer in their absence.
- Undertaking any other ad-hoc duties as required.

Person Specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • ACCA/CIMA/ACA/CIPFA Qualified (or qualified by experience) 	<ul style="list-style-type: none"> • 5 years post qualification experience
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • A minimum of 5 years' experience within an accounting background • Leading, motivating and development of a Finance Team 	<ul style="list-style-type: none"> • Experience with working in the Public Sector
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Must be proficient in the use of accounting packages (for example Sage 200/50) and Microsoft (Excel, Word, Outlook, Access) • Ability to interpret and present complex financial information clearly to both financial and non-financial stakeholders, both in writing and verbally • Ability to prioritise and organise workloads to meet deadlines and to remain calm under pressure. 	<ul style="list-style-type: none"> • An understanding of the structure of local government and working within a democratic process

<ul style="list-style-type: none"> • Able to work accurately and at speed in a high pressure environment • Ability to handle sensitive financial and personal information in line with the Data Protection Act 2018, GDPR, and organisational policies • Excellent written and spoken communication skills (including report and letter writing) • Ability to build productive relationships with internal and external stakeholders • A full and valid UK driving licence 	
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Planning and Organisational Skills
<ul style="list-style-type: none"> • The post holder will plan and prioritise their own workload to meet required objectives through effective time management, to ensure delivery of both adhoc and routine requests for information. • Required to work flexibly responding as appropriate to unpredicted issues that may fall within tight deadlines. • You must have strong organisational skills due to the depth and breadth of work undertaken.

Other Information
<ul style="list-style-type: none"> • Hours of work Monday-Thursday (8.30am-5.00pm) and Friday (8.30am-4.30pm) with one hour for lunch (some flexibility in these hours can be accommodated) • 28 days leave per annum rising in increments to 33 days after 6 years continuous service (+ 8 days Bank Holiday) • Private Medical Healthcare • Access to the LGPS (Norfolk Local Government Pension Fund) • Free onsite parking

Declaration and acknowledgement	
I confirm that as of the date stated below the information in this job description is accurate and reflects the requirements of the role. Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.	
Line Manager:	Sallyanne Jeffrey
Position:	Chief Financial Officer (WMA Group)
Date:	15/08/2025