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| **Position Details** | | | | | | |
| **Position**  **Job Title:** | | **Head of Commercial Finance** | | | **Reports to Job Title:** | **Finance Director** |
| **Position #:** | | **xxxx** | | | **Department:** | **Finance - Accounting** |
| **Location:** | | **Head Office** | | | **Safety Status:** | **Non-Safety Critical** |
|  | | | | |  |  |
| **Grade** | | **PM 3** | | | **Version Date:** | **December 2022** |
| **1.0** | **Purpose of the Job** | | | | | |
|  | To provide senior leadership, vision and drive to the West Midlands Trains Accountancy function, with accountability for capital accounting, commercial reporting on the topic and business partnering to the Client and Contracts directorate on the commercial aspects of the contractual relationship with the DfT and to ensure they are carried out efficiently, effectively and in line with best practice.  To ensure that the external reporting of the business is timely and consistent business messages are communicated to all stakeholders | | | | | |
| **2.0** | **Key Accountabilities & Deliverables** | | | | | |
| 2.1 | Provide leadership, strategic direction and coaching to Professional Accountants and Accountancy Staff, acting as role model for performance and behavioural standards | | | | | |
| 2.2 | Accountable for all aspects of finance activity in liaison with DfT on capital and infrastructure activities. | | | | | |
| 2.3 | Develop systems and procedures to ensure the efficient and effective management of the company’s finances, ensuring accounting policies comply with the relevant accounting standards and that group policies are followed. | | | | | |
| 2.4 | Act as the main point of contact to external auditors on capital schemes and provide all required information | | | | | |
| 2.5 | Management of client Business Plan and capital work commitments from a financial perspective. | | | | | |
| 2.6 | Update and maintain knowledge on financial developments and regulations, briefing the business and relevant colleagues and making recommendations and proposals for change that will improve the company’s financial performance and financial controls | | | | | |
| 2.7 | Work cross-functionally with other departments supporting business initiatives, aimed at improving company’s customer focus and profitability | | | | | |
| 2.8 |  | | | | | |
| 2.9 |  | | | | | |
| 2.10 |  | | | | | |
| 2.11 |  | | | | | |
| 2.12 | Any other duties commensurate with the post, which may be relevant as required by the company. | | | | | |
| **3.0** | **Role Dimensions** | | | | | |
| **Financial** | | | | **Non-Financial** | | |
| *To lead the Capital and Infrastructure reporting process and act as main point of contact for Annual Business plan with the client for all Business Plan Commitments.*  *Contributory responsibility towards Corporate Budget* | | | | *This post manages a department of a small number of professional staff located at Head Office c. 3 employees* | | |
| **4.0** | **Main Contacts (External/Internal)** | | | | | |
| **Contacts** | | | **Frequency** | **Purpose** | | |
| Finance Leadership Team | | | Daily | To lead the overall department objectives and enable devolved accountability for train safety, train performance, service reliability. | | |
| Heads of Department | | | As required | To maintain cohesive working relationships and line of sight within the leadership team, forming a good sense of direction. | | |
| Other Train Operating Companies, Shareholders, Department for Transport (DfT), Auditors | | | As required | Share information, give and receive guidance, influence if necessary | | |
| **5.0** | **Skills Experience, Knowledge & Qualifications Required** | | | | | |
| 5.1 | Accountancy / Management accountancy qualification with significant post qualification experience. | | | | | |
| 5.2 | Experienced and highly credible leader with people and leadership skills gained in at a senior level, with the ability to lead, develop and motivate a team to deliver results. | | | | | |
| 5.3 | Excellent communication and interpersonal skills at all levels of the business, with an ability to explain complex financial issues to a non-Finance audience. | | | | | |
| 5.4 | Experience of rail or similar transport / franchise industry. | | | | | |
| 5.5 | Honesty and Integrity - Is transparent and honest and takes full responsibility for actions. | | | | | |
| 5.6 | Commercial awareness - demonstrates a broad-based view of issues, events and activities and a perception of their longer-term impact or wider implications. | | | | | |
| 5.7 | Excellent quantitative and analytical skills. | | | | | |
| **6.0** | **Framework and Boundaries** | | | | | |
| 6.1 | Requires an in depth understanding of Train Operating Company financial modelling and building knowledge of National Rail Contract (NRC) in order to manage changes and maximise opportunities. | | | | | |
| 6.2 | Acts in an advisory capacity to all levels of management on financial aspects, particularly with the Client & Contracts directorate. | | | | | |

**Safety Details**

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| **\*THIS SECTION MUST BE COMPLETED TO DETERMINE SAFTEY STATUS** |  |
| **A.** This job requires **Security Clearance** (e.g. Running of Special Trains) |  |
| **B.** The job holder is required to hold a relevant **Track Safety** competence (e.g. PTS) |  |
| **C.** This is a **Safety Critical Work Post** |  |
| **D.** This is a **Key Safety Post** |  |
| **E.** This post carries out a specific role, such as Professional Head or Informed Buyer as described in Company **Safety Certification** documents |  |
| **F.** This job **Manages Employees** (undertakes specific tasks indicated in the occupational & operational standards manuals) |  |
| **G.** This job **Manages Locations** (undertakes specific tasks as indicated in the occupational and operational standards manuals) |  |

**Safety & Environmental Safety Responsibility Statement**

It is the line manager’s responsibility to ensure that the post holder is fully briefed, and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## General Responsibilities

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone’s health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midlands Trains employees are set out below, in sections which correspond with the West Midlands Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

1. **Policy, Leadership and Resourcing**
   1. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
   2. You are responsible for attending the following safety and / or environmental related meetings:

E.g. Sustainability Action Group, SEMG

List meetings here

☐ None apply

* 1. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

1. **Employee training**
   1. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).
2. **Planned Inspections**
   1. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.
3. **Accident and incident investigation**
   1. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
   2. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.
4. **Emergency planning and Security**
   1. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
   2. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the Occupational Standards Manual.
5. **Rules Competencies, Permits and Licences**
   1. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
   2. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
   3. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.
6. **Communications**
   1. You must ensure that you attend regular briefings which cover safety and environmental issues.
   2. You must attend any local job induction training session on your first day at a new location.
7. **Auditing and safety Check**
   1. You must ensure that substandard conditions found by you in workplaces are reported to the appropriate line manager or Control without delay.
   2. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.
8. **Promotion of Environment & Safety Issues**
   1. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.
9. **Health Controls**
   1. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
   2. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
   3. You must understand and comply with the standard for Control of Asbestos.
   4. You must understand and comply with company standards for management of cases of occupational ill health.
   5. You must understand and comply with the standard for Staff Care and Support System (SCASS).
10. **Personal Protective Equipment (PPE)**
    1. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
    2. You will be issued with PPE on a personal basis.
11. **Purchasing, Procurement and Management of Contractors**
    1. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
    2. You must understand and comply with the company standard for managing contractors.
12. **Environment**
    1. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

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| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

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| --- | --- | --- | --- |
| Signed: |  | Job title: |  |
| Name: |  | Location: |  |
| Date: |  |  |  |