



JOB DESCRIPTION

Job Title	Commercial Manager		
Salary	Circa £50K + Benefits	Grade	10
Version	January 2021		

Reporting To	Havant Thicket Project Director with a dotted line to Finance Director
Department	Havant Thicket Project
Location	Havant
Direct Reports	1-2 over time
Key Interfaces	Havant Thicket Project Team, Finance Director, Finance Team, HT Steering Committee, Investment Team
Purpose of role	The role will sit in the Havant Thicket project team leading oversight of the financial controls, budgeting, estimates to completion and financial reporting - undertaking a critical link between project progress and the related financial impact. The role (and team) will to grow as the project progresses.

Values and Behaviours
<p>We build success through a collaborative approach and by developing sustainable relationships. We will endeavour to provide a better service for both our internal and external customers and our colleagues. We will achieve this by following the Portsmouth Water core values:</p> <ul style="list-style-type: none"> • Excellence - Customer service excellence, Commercial awareness, Quality mind-set & drive for results, Innovation & continuous improvement, Adaptable & positive attitude. • Integrity - Planning & organising, Building trust & reliability, Decision making & ownership, communicating clearly. • Respect - Environmental awareness, Co-operative teamwork, Working safely & following the rules.

Primary responsibilities

- Project lead for financial oversight and control within the project within responsibility to:
 - Forming a vital linkage between the project delivery (engineering) aspects of the project and the financial governance and reporting elements.
 - Liaising closely with the project team to prepare programme budgets, forecasts, estimates of cost to completion and cash flow forecasting.
 - Internal challenge of the overall project outturn and liaison with procurement and project delivery colleagues as part of the process.
 - Ensuring that supplier costs are reflected accurately in the monthly management accounts/project costs;
 - Maintain an accurate cost forecast for the project;
 - Ensure that contract management and spend control processes are in place for key suppliers;
 - Supporting cashflow reporting for the business; and
 - Provide monthly finance reports to the Board.
- Overall responsibility for developing and maintaining the project budget for the Havant Thicket Project through to completion;
- Responsibility for ensuring that financial controls are adequate, adhered to and are periodically reviewed;
- Ensuring that invoices are raised on a timely fashion as required;
- Supporting the year-end financial reporting procedures;
- Providing support to procurement colleagues in relation to any claims against suppliers.
- Providing support on the regulatory reporting and engagement with Ofwat at price reviews.

Other Key Responsibilities

Health and Safety

- To comply with all policies and procedures relating to Health and Safety

Customer Service

- Delivering excellent customer service when dealing with internal customers.
- Encourage proactive and effective communications to help develop and maintain professional relationships with internal customers.

Personnel

- Encourage a collaborative working culture.
- Encourage demonstration and promotion of PW Company Values and behaviours.

Compliance & Governance

- Encourage and ensure compliance with PW finance procedures and policies

In addition to the above, the role will also include various tasks relevant to this role and will vary depending on business and departmental requirements.

Person Specification

Skills, Competencies & Qualifications

- Accounting qualification or other relevant qualification
- Experience in a project accounting role for large or complex programmes
- Experience of financial systems and ERP systems
- Experience of developing and delivering systems of financial control and governance relevant to a programme of this size
- Strong Excel skills

This role description gives the post holder an understanding of the range of duties to be undertaken as part of the role. It does not detail every activity that will be required of the post holder. Specific tasks and objectives will be agreed with the post holder as necessary according to changing business requirements, priorities, and operational needs.