

Operational Finance Manager

Pudsey (walking distance from ASDA & M&S and a 4 min walk from New Pudsey Train Station)

£28,000 - £30,000 annual salary (DOE) + 10% bonus, 24 days holidays (rising to 27) plus bank holidays, long service incentive scheme, private healthcare and other great benefits including free on-site parking.

37.5 hours per week (Mon-Fri) – *please note: due to Covid-19 social distancing measures, the successful candidate will be expected to work from home for the foreseeable future.*

Interviews for this position, will take place remotely to maintain social distancing via video-call(s).

About Lantern

We are a market leader in purchasing and recovering debt in a fair and compliant way. Our expertise in supporting vulnerable customers has contributed to our success and considerable growth over recent years. Our customers know and trust us, and because of this, we are recognised as a safe pair of hands within our sector. We are very proud to have been chosen to receive several industry recognised awards, including Investor in Customers **Gold** accreditation.

With significant investment, we are continuing our journey and as such, creating exciting and newly created opportunities for talented people to join our team. If you'd like to know more about us please visit our website (www.lanternuk.com/corporate).

About the role

The Operational Finance Manager will provide support to the business with administration and management oversight for transactional operational finance processes. Ensuring that, internal controls, procedures, and guidelines conform to business requirements and industry standards. The successful candidate will be a key contact for the both the contact centre and accounting teams, with strong people management skills to influence internal and external stakeholders. In this high volume, transactional environment the successful candidate will also play a lead role in all operational transformation projects, challenging current practices, processes and 'ways of working' to improve, automate and re-design key processes to make efficiencies.

Key aspects of the role will be:

- Leading the operational finance administration team, to ensure daily transactions and all reconciliations are completed, while managing the team workload, deadlines, and priorities.
- Building and maintaining strong working relationships across departments within the company.
- Maintaining accurate customer accounts and resolving any discrepancies in a timely manner.
- Ensuring that payments are loaded onto in-house CRM systems accurately and in a timely manner, reconciling files and resolving account queries.
- Ensuring that all invoices are processed in timely manner and maintaining effective credit control processes including ensuring timely payments are made and escalation processes are managed promptly.
- Driving change and process improvement across all areas of responsibility, including implementing any necessary operational finance transformation initiatives.

- Taking responsibility for risk and compliance within the remit of your role, including regularly reviewing and updating all procedural documents and standard operating procedures.
- Working closely with the management accountant to ensure effective and robust financial controls are implemented across all areas of your responsibility, promoting a good team ethos and cross-skilling.

Who we are looking for?

- You will ideally have previous experience of managing a fast-paced administration team ideally within a finance department setting.
- You will have extensive experience of driving change and implementing best practice processes, systems, and ways of working. • You will have strong team management skills, and proven ability to inspire and motivate your team.
- You will be a self-starter, managing your day and the tasks of your team with minimum supervision.
- You will be commercially minded and have demonstrable experience of “seeing the bigger picture”
- You will have a “sleeves rolled up” attitude to work and supporting your colleagues.
- You will have a keen focus on attention to detail, root analysis and ensure that outputs are right first time.
- You will have exceptional organisational skills with a methodical approach to tasks and projects.
- You will ideally, have come from financial services background and understand the FCA regulatory framework and consumer credit sector.
- You will ideally have experience within the debt purchase sector, although this is not essential.
- You will demonstrate advanced level Microsoft packages skills, particularly in Teams and Excel.
- You will demonstrate an ability to build and develop collaborative relationships.
- You will be comfortable proposing, initiating, and implementing change.
- You will be used to managing high volume transactions and meeting tight deadlines.

Our promise to you

We'll treat you as an individual – You have unique strengths. We will do what we can to play to them.

We'll keep listening & talking – Communication is key in any relationship, and we truly value employee input.

We'll help you grow – We admire ambition. If you want to progress, we will help you find – and seize – opportunities.

We'll keep it fun- We thoroughly believe work should be enjoyable, and our company culture reflects that.

NEXT STEPS

• Please apply for the role by sending your CV and covering letter, stating your notice period and salary expectations and telling us why you would be great for this exciting opportunity to careers@lanternuk.com

- We'll look forward to you joining our team.

Due to the nature of our sector, any offer of employment will be conditional and subject to satisfactory background checks (DBS Basic and Credit file search).