

# Port of London Authority

## Job Description

### 1. JOB DETAILS

### DEPARTMENT

Job Title: Commercial Finance Manager

Reports To: Head of Commercial Development

Grade: 2

Date: October 2021

### 2 JOB PURPOSE

This is a new role, which supports the delivery of the PLA investment plan to assist with the growth and development of the business. This role will work with multiple areas of the PLA but especially the PLA estates team and the planning team to assist with developing business cases and financial models to support investment decisions which will typically provide financial benefit to the PLA although recognising some investment may deliver non-financial benefits to support the PLA's net zero ambitions for example.

### 3 JOB DIMENSIONS

#### Financial

1. Individual transactions will range from small amount to £10m for a land purchase.

#### Staff Responsibilities

1. Direct – nil
2. Indirect – Working with all staff across the PLA up to and including Board level.

### 4 ORGANISATION CHART – not attached at this time

### 5 KNOWLEDGE, SKILLS AND EXPERIENCE

- CCAB Qualified Accountant
- Commercial finance experience with a minimum of five years.
- Experience of managing different stakeholder groups with a focus on customer experience.
- Strong communication, presentation and negotiation skills.
- Financially creative, ability to consider different pricing models.
- Experience of working on transactions and the impact the commercial terms can have on the outcome.
- A track record of having completed multiple transactions and a bank of experience of the pitfalls in commercial contracting.

- Ability to write concise but comprehensive Board papers which present investment opportunities but stand up to scrutiny and cross examination.
- Influencing, motivating and leadership skills with an ability to lead change.
- Proactive, assertive, resilient and self-confident. Tenacious, especially when dealing with difficult personalities and secure in own ability to deal with challenging stakeholders.

## **6 KEY ACCOUNTABILITIES**

- Support the management of the PLA stakeholder interface, promoting visibility of the PLA as a commercially attuned organisation providing a high value, high quality service.
- Understand and communicate potential business impact, opportunities and threats.
- Ensure PLA responsiveness to identified demand and customer intelligence, balancing regulatory pressures with pragmatic customer/stakeholder perspectives.
- Create customer engagement forming strong business relationships with customers and other stakeholders.
- Assist with providing investment advice, acting as a key member of the PLA Investment plan delivery team, taking the lead on selected investment opportunities.
- Develop and maintain commercially attuned, value-based charging structures for specific allocated areas of the business working with the management teams in those areas.
- Prepare, assess and advise upon “business case” analyses for existing and proposed business ventures or operational areas within the PLA’s activities.
- Intervene to achieve favourable resolutions to disputes with stakeholders protecting the PLA’s reputation and revenue
- In conjunction with the Head of Commercial Development and the CFO, develop strategies to support business development whilst retaining trade and customers.
- Lead on negotiations with specific customers or customer groups and formulate commercial agreements to maximise revenue.
- Contribute to the formulation of future tariff levels and pricing policy.
- Deputise for and support the Head of Commercial Development.

*The above list is not exhaustive and the job holder will undertake any other duties commensurate with the role, skills and/or grading*

## **7 COMMUNICATIONS AND WORKING RELATIONSHIPS**

- Internally, extensive communication at all levels as there is always (or should always be) a commercial element in all that we do.
- Externally, effective and broad communication throughout the port community is paramount to our success.

## **8 DECISION MAKING AUTHORITY**

In line with any delegations authorised by the PLA and commensurate with the grading of the post plus acting at a higher level when required.

## **9 REPORT PREPARATION**

The preparation of a broad variety of commercial and strategic business related reports concerning all operations for a variety of internal and external audiences to Board level.

## **10 HEALTH & SAFETY**

- All staff are responsible for complying with rules and regulations governing employment by the PLA and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.
- You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'for cause' drug or alcohol testing

## **11 AUTHORISATION DETAILS**

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

Authorised By \_\_\_\_\_ Date \_\_\_\_\_

## **12 JOB HOLDERS RECEIPT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_