

<b>Job title:</b>	Senior Finance Lead
<b>Grade:</b>	Starting salary at £45,480, more for exceptional candidate NHS pension available. Part time or full time (not less than 3 days a week)
<b>Accountable to:</b>	Finance and Commercial Director
<b>Location:</b>	Here, 4th Floor, 177 Preston Road, Brighton, BN1 6AG and across Sussex

### Context

Our purpose is Care Unbound, to create more possibilities for care in every moment. Through partnership we create health services and solutions which are shaped around the needs of the person.

The Senior Finance Lead is a new position and is set to play a critical role within the organisation. Your contribution to delivering this purpose will be to hold responsibility for all day-to-day financial management and financial reporting, helping to ensure our financial health and effectiveness, and to ensure the overall success of our contribution to the communities we serve.

### The role

You will be accountable and responsible to the Finance and Commercial Director, and will act as a coach for a small finance team of three, helping them to thrive as part of a larger self-managing Fusion team. This team provides all our finance, business administration, health and safety and HR support to the rest of the organisation. You will work as a peer to the Services Support lead who holds responsibility for the non-financial elements of Fusion's work.

You will be responsible for all day-to-day financial management. As such you will be responsible for all bookkeeping and accounts preparation, including maintenance of accounts payable and receivable, cash management, credit control and payments. You will ensure that sound financial systems and controls are maintained and be responsible for timely and accurate reporting to the Budget Holders Group (responsible for financial stewardship and budgetary management), Enabling Team and Board.

Additionally, you will work closely with the Practice Unbound team, a growing area of the business providing solutions to primary care nationally. Your role will be to support their financial processes, ensuring strong financial controls and good financial reporting in a developing area of the business.

## Principal Duties and responsibilities

### Bookkeeping and financial accounting:

- Maintain and ensure accurate and timely data entry to the Xero online accounting and financial system.
- Prepare draft annual statutory accounts in accordance with relevant accounting and reporting standards and liaise with Here's Board, accountants and auditors to ensure timely submission.
- Oversee production of monthly payroll, ensuring the control process ensures that payroll information is kept up to date and accurate, and that all staff are paid the correct amount with the correct tax and other deductions.
- Ensure balance sheet integrity through the regular reconciliation and review of balance sheet accounts.
- Manage relationship with HMRC, including all routine matters relating to Corporation Tax, VAT and PAYE and ensure that all relevant reports. Returns and other documentation are prepared, maintained and submitted correctly and on time.
- Manage the credit control process, working directly with customers and commissioners to ensure that receivables are paid on time.

### Management accounting and financial decision support:

- Oversee the production and presentation of timely and accurate management accounts and variance analysis to support the budget holders group.
- Lead the annual budget setting process for all budget holders in line with the business' timetable. This includes identifying, coordinating and quantifying service developments, cost pressures, cost improvement programmes and any bids for investment to support the objectives identified in the Board's business plan.
- Monitor and manage Here's cash flow, providing regular cash flow forecasts and projections to the Finance and Commercial Director.
- Support Directors and Service managers in identifying opportunities for service development and the production of business cases to support them, specifically leading finance input to business case production and development.
- Support Directors in negotiations on contracts with commissioners and in developing new business models with partners or in a competitive tender process.
- Ensure budget holders and other staff receive appropriate training in financial management and budgetary control to enable them to fulfil their financial responsibilities.

### Financial Management Systems

- Work with the Finance and Commercial Director and budget holders to develop, maintain and implement effective financial policies and procedures.
- Prepare a financial management manual to document processes, clearly identifying responsibilities for tasks, and including simple flowcharts of the main processes.

- Update finance related policies and procedures

We are a small central team, which means that you will need to have a flexible approach, and be comfortable to 'pitch in' with tasks outside your formal job description from time to time

### **Your skills, knowledge, experience and attitude**

- You will be a CCAB qualified accountant with experience as a financial controller, and a minimum 3 years post qualification experience.
- You will have strong technical financial skills, a focus and interest in financial control and financial process improvement.
- You will have experience of managing accurate and timely reporting of financial performance including; preparing accounts to trial balance, management accounting, financial planning, budgets, project reporting.
- You will have excellent working knowledge of statutory procedures for VAT, PAYE and Corporation Tax.
- You will have experience of generating and presenting complex management and performance information and are able to present and communicate it, simply and concisely in a way that connects with those whose core skills aren't financial or analytical.
- You will be adept at analysing information in order to generate ideas and find solutions to problems. You will have a high level excel spreadsheeting skills, including the ability to create and manipulate pivot table data.
- You demonstrate a high level of attention to detail and accuracy in all that you do.
- You will have a track record of holding others to account in an empowering way, and be flexible and adaptable to be able to learn how to do this in an evolving organisation.
- You have proven ability to develop the skills and capability of others and are able to confidently support, enable and cultivate the skills of others.
- You will have a 'can do' attitude and be able to demonstrate that you can give and receive constructive feedback really well.
- You can show how you have developed yourself and sought the advice and support from others to help you in that journey.
- You will be able to demonstrate your immense appetite for learning and delivering on your promises to others.

### **Your Key Relationships**

Finance and Commercial Director

Finance team (3 people)

Support Service Lead

Directors and all budget holders

Head of Informatics and the CSI team

CEO and other Company Directors including Non Executive Directors

Facilities Manager

HR team (2 people) and Executive Assistant

External relationships will include:

A wide range of people including management of relationships with bankers, HMRC, pension providers, external accountants and auditors, finance contacts in our health communities and partner organisations, commissioners and providers.

## **ABOUT HERE AND OUR CULTURE**

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

### **We believe these things to be true**

- Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
- We have a right to take control of our lives
- It takes courage to step forward and effect change. The capacity to lead is within us all
- Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
- True care is a way of living that creates meaning between us all

### **Our Purpose in the World**

Care Unbound. To create more possibilities for care in every moment.

### **How we work in service of our purpose**

- We strengthen our capacity to care for ourselves and each other
- We recognise each opportunity to help people make meaningful choices
- We encourage ourselves to be guided by our values in the work we do every day
- We develop the capacity for leadership in ourselves and with all those we engage with
- We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
- We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their ‘whole’ selves. For most of us, work takes up a big part of our day. We want to ensure that it’s enjoyable and speaks to us on a level deeper than ‘just getting the job done’.

### **Because of this:**

- We run a coaching programme which enables everyone to learn how to become a coach and have access to coaching when needed

- We have a process called 'Pirate Dave' which allows peer-to-peer conversations about development
- We have a staff-run 'Wellness Group' that enable staff to set up initiatives that link to wellness/wholeness. This has included running yoga, installing a ping pong table in the rec room and buying free fruit for staff
- We have a staff-run 'Time & Spaces Group' who run organisational wide projects to ensure that every voice from the organisation is heard. They have been a big part of our recent office refurbishment which included installing a quiet room covered in grass for when we need to take a break and running an artwork competition so we can cover our walls with art created by our staff.
- We host mindfulness sessions twice per day

## AGREEMENT

This job description will be reviewed as necessary and may be amended to meet the changing needs of 'Here'. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and 'Here'.

Employees Signature: .....

Print Name .....

Date: .....

Manager Signature: .....

Print Name: .....

Date: .....

<b>JD author (name and job title):</b>	Chris Sutton
<b>Date JD agreed:</b>	15/06/2018
<b>Brief description of reason for review (if applicable)</b>	
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