

Job title:	Management Accountant
Salary:	£25,599 to £34,360 per annum pro rata
Accountable to:	Senior Finance Lead
Location:	Here, 4th Floor, 177 Preston Road, Brighton

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 role

The Management Accountant has a key role in providing financial performance information, budgeting and forecasting analysis and advice that supports financial decision making across the organisation.

You will be accountable and responsible to the Senior Finance Lead, The role is within the Fusion team which provides finance, business administration, health and safety and HR support to the rest of the organisation. As a small team you will be expected to work flexibly and support your colleagues roles while providing specialist expertise for your principal duties and responsibilities set out below.

Principal Duties and responsibilities

Tasks/role description

Management Accounting

- Co-ordinate annual budget setting process by initiating and holding discussions with budget holders, creating a framework for the budget holders to set their budget that provides consistency and comparability between each area and contract bid business models, providing guidance to budget holders concerning appropriate budget assumptions and methods of budget setting, setting timelines and finalising a draft budget with the Senior Finance Lead for board level approval.
- Assist and, when required, take lead with Directors and Service managers to develop flexible financial models, strategic financial plans and operational budgets and forecasts to measure performance against and assess whether organisational objectives are met.
- Prepare and present financial management information for internal stakeholders including Board, Enabling Team and Budget Holders, to assist in budget holder accountability, financial management and reporting.

- Represent the organisation finance team at meetings with external partners, discussing financial performance, risks, budget / forecast assumptions and incorporate that into reporting models.
- Support SFL in maintaining the Integrity of Here's balance sheet, by ensuring a clear audit trail of accounting adjustments, and the reconciliation of relevant balance sheet accounts on a monthly basis. Quality assure month end reports for accuracy and produce year-end financial projections to assist in the management of budgets, with involvement from operational managers. Identify options to rectify any deviation from plan, having regard to the impact this may have on the delivery targets.
- Provide Directors, QUASAR and budget holders with appropriate, accurate and timely financial information, including monthly income and expenditure (I&E) positions and key financial indicators. Support budget holders throughout the process so that they understand their budgets and the financial effects of their decisions.
- Provide financial support to Directors in the creation of bids and tenders for new business, identifying key income and cost drivers and developing financial models.

Financial Accounting and Controls

- Prepare financial records, analysis and back up to support the creation of year end statutory accounts and provide information for the company's external auditors with the completion of the statutory accounts.
- Maintain the Finance Incident Report Log, ensuring that breaches of controls and near misses are captured, escalated and resolved.
- Provide cover for Financial Administrators as necessary, maintaining proficiently in processing of monthly payroll process including payroll calculations, payments and journals.
- Monitor, maintain and manage cash flow management, including company debtors and creditors
 - Review and amend first draft of weekly cash flow report and detailed forecasts for 14 weeks and high level 12 month rolling forecast.
 - Identify trends and risks in the organisation cash flow, escalate identified problems concerning cash head room and breaches of the organisations cash control target.
 - Raise overdue debtors with budget holders and ensure that they chase up debts.

- Where overdue debts are the result of a Finance to Finance department issue, liaise with third party finance function to resolve issue and claim the debt.
- Support SFL in the development of Financial Control Policies, including working capital management, account reconciliation, access controls and approval processes.

General

- Maintain strong working relationships with external finance colleagues at partner organisations including partners from NHS Trusts and CCGs, colleagues from our internal auditors, and external stakeholders at our bank, the HMRC and NHS Pensions.
- Develop and improve processes for reporting and accounting to improve team efficiency and quality of records and reports.
- Attend regular financial administration team meeting, ensuring the financial administration issues are identified and solved and leading the implementation of financial reporting improvement with the support of the Senior Finance Lead.
- Support development of Financial Administrators, providing coaching on financial concepts, processes and controls.
- Maintain an expertise in finance related systems and processes, including those are unique to NHS systems including but not limited to:
 - I.e. NHS pensions, PbR, GC9, general practice, etc.
- Support the SFL and Finance and Commercial Director in the financial and commercial management of the organisation undertaking tasks as appropriate to ensure a well-functioning and efficient finance function.

Your skills, knowledge, experience and attitude

- You will have strong management reporting skills with an interest in commercial decision making.
- You will have progressed towards a professional accounting qualification(s) probably be part qualified or finalist CIMA/ACCA.
- You will have experience of managing accurate and timely reporting of financial performance including; management accounting, financial planning, budgets, project reporting.
- 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 spreadsheet

skills, including the ability to create and manipulate pivot table data and quality control spreadsheet reports.

- You demonstrate a high level of attention to detail and accuracy in all that you do.
- 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

Facilities Manager

HR team (2 people) and Executive Assistant

CEO and other Company Directors including Non Executive Directors

External relationships will include:

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

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USE OF NEW TECHNOLOGY

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

CONFIDENTIALITY

As an employee of ‘Here’ you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by ‘Here’. Under no circumstances should such information be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

EQUAL OPPORTUNITIES

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

HEALTH AND SAFETY

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

NO SMOKING POLICY

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in 'Here' owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on 'Here' premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

TRAINING AND DEVELOPMENT

All employees have a responsibility to undertake statutory and mandatory training that is required by 'Here'. In accordance with the Training and Development Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

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:

JD author (name and job title):	Paul Rice
Date JD agreed:	07 December 2018
Brief description of reason for review (if applicable)	Qualification reflects change in role over recent years
Version number	1