# JOB DESCRIPTION

##### JOB TITLE: Senior Finance Manager

**RESPONSIBLE TO:** Divisional Financial Controller, Secondary Care

**RESPONSIBLE FOR:** Data Analyst, Payroll Clerk and Central Finance Analyst (dotted line)

**ACCOUNTABLE TO:** Hospital Director

## **JOB SUMMARY:**

The job holder will have specific finance responsibility for Practice Plus Group Hospital in Shepton Mallet. The role will involve developing good working relationships with the operations team across the relevant operating unit and supporting the Hospital Director.

The role will primarily be based at Practice Plus Group Hospital, Shepton Mallet with occasional travel to Head Office in Reading.

### Principal Duties and Responsibilities

Provide finance leadership to the operating unit, driving enhanced business performance and decision making, supported by the proactive utilisation of financial information and business analysis, and the successful implementation of new projects.

Key responsibilities will include:

* Key member of the units’ Senior Management Team, providing financial leadership to enable robust strategic decision making.
* Supported by a central management accounting team in Reading, deliver accurate and insightful month end management accounts, variance analysis and commentary - both financial and non-financial.
* Manage forecasting and annual budgeting processes for the operating unit, including extensive discussions with operational staff and co-ordination with the central finance team.
* Ownership of management information, with deep understanding of activities and drivers.
* Ongoing identification and communication of risks and opportunities through general interactions with operations, ad-hoc scenario analyses of commercial opportunities, etc.
* Provision of financial billing data to the receivables team and resolution of any issues that arise in the billing process.
* Ensuring management, implementation and compliance with financial control policies and processes across the unit.
* Understanding of key commercial terms within core contracts and an active participant in external stakeholder meetings.
* Monitoring of performance against contracted targets.
* Work with and lead operations and bid development by looking at and financially appraising new business opportunities, including preparing necessary sign-off models/briefing papers and board approval submissions.
* Lead, develop and coach direct reports in accordance with Practice Plus Group Leadership expectations.
* Provide day to day finance support to the operational management and teams.

**General**

* Comply with the Company Appraisal system and attend an appraisal every year.
* Ensure updated mandatory training requirements are met and equipment training records are maintained.
* Assist in the orientation and support of new staff to the unit.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the hospital, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

**Name of Post holder: ……………………………………**

**Signature: …………………………………...**

**Date: …………………………………...**

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| **Person Specification – Senior Finance Manager** | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Qualified accountant – extensive PQE * Excellent analytical and financial modelling skills * Demonstrable evidence of predictive and forecast modelling, planning and assisting with strategy * Strong academic qualifications | * Graduate |
| Experience | * Recent similar experience * Ability to work in a cross functional/matrix organisation * Line Management experience * Proven track record of implementing change programmes | * Strong commercial experience (reviewing contracts, negotiating with stakeholders) * Operational Finance background * Health sector background |
| **Skills and Knowledge** | * High competence in relation to usual Microsoft applications e.g. Excel, Word, Outlook, Powerpoint * ‘Technically’ competent and highly skilled in the use of MS Excel * Ability to communicate complex messages clearly at all levels of the organisation * Ability to influence key stakeholders | * Use of Business World system |
| Other Factors | * A commitment to providing a high quality service * Wants to make a genuine business impact * Ability to work under pressure and to meet targets and deadlines * Thorough and attentive to detail * Able to use own initiative * Able to prioritise and manage time effectively * Proactive self-starter * Flexible and can-do attitude | * Energetic and enthusiastic * Self-motivated * Desire to make a difference |