

## ROLE BRIEF

<b>Department:</b>	FINANCE
<b>Job Title:</b>	FINANCE MANAGER
<b>Responsible To:</b>	DEPUTY FINANCIAL CONTROLLER
<b>Location:</b>	THE MCINDOE CENTRE, EAST GRINSTEAD
<b>Key Duties:</b>	<ul style="list-style-type: none"> <li>• To provide supervision and assistance to the Finance Team and support the financial management function in the provision of comprehensive, high quality financial support across the organisation .</li> <li>• To assist the Deputy Financial Controller, Financial Controller and Finance DirectorCFO in maintaining accurate and timely functioning of the Finance Department and to be responsible for the efficient day to day running of the Finance Department.</li> <li>• Manage the Sales Ledger / Debt Collection and Purchase Ledger functions.</li> </ul>
<b>Key Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Provide commercial support and advice in relation to NHS and private patient contracts including liaising with the Operations Hospital Director, Chief Executive and business development teams</li> <li>• Assist with the preparation of forecasts and budgets using complex financial models and liaising with Heads of Departments to ensure accuracy and organizational ownership .</li> <li>• Manage the Sales Ledger / Debt Collection function, ensuring accurate and timely invoicing and robust debt collection processes resulting in minimized debtor balances.</li> <li>• Manage the Purchase ledger function, ensuring that supplier invoices are correct and appropriately authorized, are paid on time and any issues or disputes are proactively resolved with suppliers.</li> <li>• Monitor all capital expenditure, ensuring that fixed assets and depreciation are correctly accounted for. Ensure that capital expenditure reporting is clear and accurate in order to ensure that senior managers can deliver projects within budget.</li> <li>• Responsible for the supervision and support of the Finance department at the McIndoe centre.</li> <li>• Manage the completion of all month end procedures in conjunction with the Deputy Financial Controller, Financial Controller and Finance DirectorCFO, and submit the Financial Model within month end deadlines to produce financial statements.</li> </ul>

- Liaise with Clinical Services Manager and other Managers on a routine basis to identify possible corrective action on budget variances as well as providing analysis of variances.
- Lead on the preparation of working papers for the year-end audit process and liaise with statutory audit queries.
- Responsible for communicating with Private Medical Insurance companies ensuring all contracts and tariffs are reviewed and updated when required.
- Liaise with the Finance DirectorCFO to ensure that all surplus funds are invested and to monitor cash flow for the organisation.
- Prepare and reconcile the monthly payment of fees to Consultants and Anaesthetists.
- Formulate and implement departmental and organisational policies, procedures and reviews associated with the financial accounting function.
- Collect data from a variety of sources to investigate, analyse and resolve a range of complex financial and non-financial queries.
- Assist in the maintenance of financial information and records including knowledge of Compucare.
- Maintain effective working relationships with all stakeholders, ensuring that work is carried out effectively, to a high standard, delivering a professional service focused on achieving a high level of customer service.
- Ensure the preparation and submission of statutory and regulatory returns in accordance with deadlines.

## **GENERAL**

- To carry out any other reasonable duties as requested by senior staff.
- To ensure that confidential information is not disclosed about The McIndoe Centre or its associated companies (including information regarding patients and staff) to any unauthorised member of staff, or to anyone outside the employment of The McIndoe Centre.
- To comply with all Horder Healthcare Policies and Guidelines.
- To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of Horder Healthcare.
- Managers should require employees to apply security in accordance with

	<p>the established policies and procedures of the organisation</p> <ul style="list-style-type: none"> <li>• To take every opportunity to maintain and improve knowledge and professional competence, in line with the appropriate professional body or as agreed at the annual Individual Performance Review.</li> <li>• To take an active role in the Centre 's staff appraisal system and action agreed goals and objectives.</li> </ul>
<b>Key Knowledge, Skills and Experience:</b>	<p><b>Must Haves</b></p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Good standard of general education - 5 GCSE's (including maths and English)</li> <li>• Part-qualified Accountant (ACCA, ACA, CIMA) or AAT Qualified</li> </ul> <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• At least 5 year's previous experience in an accounting environment</li> <li>• Month-end and year-end accounts preparation</li> <li>• At least 1 year's supervisory experience</li> </ul> <p><u>Skills</u></p> <ul style="list-style-type: none"> <li>• Excellent computing skills including good knowledge of Microsoft Office Suite to initiate and implement spreadsheets</li> <li>• Ability to train and coach others</li> <li>• Good organisational ability</li> <li>• High level of accuracy and attention to detail</li> <li>• Ability to perform complex calculations and reconciliations</li> <li>• Ability to present financial information to non-financial managers</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Previous experience of accounting software</li> </ul> <p><b>Nice to Haves</b></p> <p>Presentation skills Knowledge of Compucare</p>
<b>Health and Safety:</b>	<p><b>The Health Act 2008</b> Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p>

	<ul style="list-style-type: none"> <li>• compliance with clinical procedures and protocols, including uniform and dress code</li> <li>• the use of personal protective equipment</li> <li>• safe procedures for using aseptic techniques</li> <li>• safe disposal of sharps.</li> </ul> <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
<b>Equal Opportunities</b>	Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
<b>Confidentiality</b>	You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
<b>Safeguarding</b>	You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
<b>People Managers</b>	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
<b>Review</b>	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
<b>Role Brief Agreement</b>	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p><b>Colleague name:</b></p> <p><b>Colleague signature:</b></p> <p><b>Date:</b></p>