**Job Description**

 **Job Title: Finance Manager**

**Accountable to: Senior Finance Manager**

**Location: North East/North West (Hybrid home working)**

Practice Plus Group’s mission is **Access to Excellence**. Our core values are;

* we treat patients and each other as we would like to be treated
* we act with integrity
* we embrace diversity
* we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we’re at work.



We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.

**The role**

Support the Senior Finance Manager in 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:

* Mobilisation of New Non-Custodial services within Practice Plus Group, including financial mobilisation support to operational team, financial structure and reporting set up, local training and business partner support.
* Management accounting and reporting for a number of operating units including month-end accounting entries, preparation of financial and non-financial information and provision of detailed commentaries.
* Managing forecasting and annual budgeting processes for the operating units, including extensive discussions with operational staff and co-ordination with central finance team.
* Ownership of management information, with a deep understanding of activities and drivers.
* Maintain robust, independent control with regular balance sheet reviews and reconciliations for review.
* Work closely with the Regional Manager to drive enhanced business performance and decision making. Provide specialist financial support and advice to other Service Line support functions.
* Ongoing identification and communication of risks & opportunities through general interactions with operations, ad-hoc scenario analyses of commercial opportunities, etc.
* Understanding of key commercial terms within core contracts.
* Monitoring of performance against contracted targets.
* Working with operations and business development to financially appraise new business opportunities (both organic and inorganic), including preparing necessary sign-off models & briefing papers.
* Supporting further mobilisation and subsequent operationalisation of successful business wins.

**About you**

* A qualified accountant, at least 2 years PQE, ideally with a strong commercial background.
* Strong Microsoft excel skills required to develop, work on and interrogate current spreadsheets.
* A keen eye for detail, whilst also understanding the context and the bigger picture. Instinctively able to identify when something does not look right.
* Sensitive to understanding the demands placed on the organisation which works extensively with public sector bodies.
* Excellent communication skills, able to supportively challenge, contribute to debate internally as well as represent the organisation with external stakeholders.
* High level of integrity and ability to work in an open, transparent and supportive manner to develop strong working relationships.
* Prior experience of working within a private equity backed business & appreciating the associated demands of the finance function would be an advantage but not essential.
* Prior experience in Health Care, NHS or organisations involved in large, complex, multi-site outsourcing arrangement’s an advantage but not essential.
* Prior experience of Unit 4 Business World and Vena (Group reporting and consolidation package) would be an advantage but not essential

**Supplementary Information – Finance Manager**

Salary: £57,000 - £63,000 (Depending on Experience) + performance related Bonus

Hours: 37.5

Contract: Permanent

Leave: 25 Days or as per current terms and conditions

Pension: 1%-5% matching incremental scheme or as per current terms and conditions



**Additional information**

**Education and Training-** continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by PPG for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of PPG, unless expressly authorised to do so by PPG. Further guidance on confidentiality is contained within PPG Information Security Management System (ISMS).

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation. 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 authorized persons or organizations as instructed.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to PPG Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with PPG.

**Health and Safety**

As an employee of PPG, 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 PPG Health and Safety policies and procedures, 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.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. The post holder may be required other relevant and appropriate duties, commensurate with role, as required. This job description will be subject to regular review and amendment as necessary.