

##### JOB DESCRIPTION

**JOB TITLE: Management Accountant – Central Services**

**LOCATION: Reading (Hybrid)**

**REPORTING TO: Chief Accountant and Head of Internal Audit**

## **Job Summary**

This role is responsible for all Central and Group overheads, with a particular focus on Finance and IT, performing a Business Partnering role to both the Chief Finance Officer and Chief Information Officer.

This role works closely with the Central and Divisional Finance teams, the IT department and the Finance Systems Team.

## **Company Background**

Practice Plus Group is a leading healthcare organisation dedicated to providing high-quality care and excellent patient experiences. With a network of hospitals and surgical centres, 111 call centres, GP out-of-hours services, prison healthcare and diagnostic services across the country, Practice Plus Group are committed to making a positive difference in the lives of their patients.

### Key accountabilities

* Management reporting for the Central Service departments including preparation of financial and non-financial information along with detailed commentaries.
* Manage quarterly forecasting and annual budgeting process for the Central Service departments, including extensive discussions with support staff and co-ordination with Central, Group and Service Line finance teams.
* Ownership of management information, deep understanding of activities and drivers.
* Business Partner to CFO and CIO.
* Ongoing identification & communication of risks & opportunities through general interactions with colleagues, ad-hoc scenario analyses of commercial opportunities, etc.
* Ensuring management, implementation and compliance with financial control policies and processes across the departments.
* Manage and maintain sensitive and confidential information, ensuring it is handled securely and in compliance with the organisations policies and procedures.
* Understanding of key commercial terms within core service contracts.
* Control and management of recharge allocation models to charge service lines for agreed people and non-people costs. Provide insightful analysis of the costs versus budget, removing the complexity to ensure Service Lines understand what they are being recharged.
* Preparation of relevant balance sheet reconciliations.
* Support the month end process by posting necessary journals e.g. prepayments, accruals, overhead allocations.
* Preparation and submission of necessary information required by auditors.
* Super user for the financial reporting and budgeting system (Vena).
* Ad hoc reporting and provision of data to external bodies and internal stakeholders.
* Ad hoc support to the Group Finance Director and Group Head of Tax and Treasury.

**Experience**

* Qualified accountant.
* Excellent analytical and financial modelling skills.
* Strong academic qualifications.
* Experience in a similar role.
* Proven track record of creating and managing budget processes, along with cost allocation models.
* Experience in a healthcare environment would be an advantage.
* High competence in relation to Microsoft applications e.g. Excel, Word, Outlook, PowerPoint.
* Experience of Unit4 ERP and Vena would be an advantage.
* Ability to communicate at all levels of the organisation, and to convey complex messages clearly.
* Ability to communicate financial information to non-finance colleagues.

**Personal Attributes**

* A commitment to providing a high-quality service.
* Strong interpersonal and communication skills, both verbal and written.
* Ability to forge and maintain relationships with internal and external stakeholders.
* Ability to work under pressure and to meet targets and deadlines.
* Thorough with strong attention to detail.
* Able to work independently and use own initiative.
* Able to prioritise and manage time effectively.
* Proactive self-starter.
* Flexible.