# JOB DESCRIPTION

##### JOB TITLE: Senior Finance Manager

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

**RESPONSIBLE FOR:** Finance Manager,Data Analyst, Payroll Clerk, Clinical Coder and Finance Analyst

**ACCOUNTABLE TO:** Hospital Director

## **JOB SUMMARY:**

The job holder will have specific finance responsibility over four services in the South Coast (Southampton Hospital, Portsmouth Surgical Centre and a UTC co-located on each site). The role will involve developing good working relationships with the operations team across the relevant operating units and supporting the Hospital Directors.

The role will be based at the sites 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.

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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
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| 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
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| **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
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| 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
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