# JOB DESCRIPTION

##### JOB TITLE: Senior Finance Manager

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

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

**ACCOUNTABLE TO:** Hospital Director

## **JOB SUMMARY:**

The job holder will have specific finance responsibility over two services on the South Coast (Southampton Hospital and UTC), and oversight of two further services (Portsmouth Surgical Centre and UTC) with key support provided to the Portsmouth Finance Manager. 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 and present accurate and insightful month end management accounts, variance analysis and commentary - both financial and non-financial.
* Providing an accurate mid-month position, an assessment and prediction of where the month will finish two weeks ahead of time, to ensure informed business decisions and planning can be made.
* 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. Review of accrued income balances and ageing to ensure invoices are raised in accordance with billing timetables.
* Full ownership and understanding of balance sheet and associated reconciliations across South Cost units.
* Ensuring management, implementation and compliance with financial control policies and processes across the units.
* Understanding of key commercial terms within core contracts and an active participant in external stakeholder meetings.
* Monitoring of performance against contracted targets.
* Work with units’ local management teams to understand and track utilisation of theatre lists, procedure cancellations and associated rates and trends.
* Monitoring the use of agency and self-employed staff and work with teams to keep such use to a minimum, while ensuring that associated timesheets are going through the correct approval process. Ownership and accountability for the site’s employed staff timesheet process, compilation and submission to central payroll on a monthly basis.
* Work with unit operations teams to monitor capex budget and expenditure. To ensure business cases and/or capex requests are robust and compiled with sufficient detail and associated quotes.
* Chair and minute quarterly departmental reviews. Key elements of these reviews will be to assess headcount, equipment and training as well as to cover opportunities and issues each department faces.
* Presenting financial information at monthly hospital management meetings, in a format that non-financial people can understand so that they are in tune with the financial performance and aspirations of their unit.
* 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, including regular 1-2-1 meetings with them.
* Work collaboratively with other Senior Finance Managers across the Secondary Care Division to ensure consistent best practice.
* 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 |
| 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 Unit4 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 |