Job Description

Job Title:	Finance Business Partner
Reports to (job title):	Head of Finance
Line Manager to:	-

Job purpose

As a Finance Business Partner (Fixed-Term Maternity Cover), you will act as the lead finance contact for one or two Business Units, providing commercial support, challenge and insight to product and operational leadership. This is a hands-on, product-based role: you will own the numbers and the commercial narrative behind specific products and contracts, working closely with the people who run them.

You will take ownership of the numbers for your Business Unit(s) - from ensuring sales invoices are raised accurately through the central Accounts Receivable (AR) team, through month-end close, balance sheet control and aged debt management, to post month-end reporting, budgeting and continuous forecasting.

You will use this end-to-end financial ownership as the platform for commercial business partnering - building trusted relationships with product and operational leaders, providing real value to the business and influencing decisions before they are made.

This post is responsible for

- Ensuring the accuracy and integrity of the Business Unit's financial numbers end-to-end - from sales invoicing through month-end close to reported outturn - and using that financial ownership to provide proactive commercial challenge and support to operational leadership.

Key responsibilities

- This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role

1. Sales invoicing and billing accuracy

- Ensure accurate and timely sales invoices are raised and processed by the central Accounts Receivable (AR) team for your Business Unit(s), ensuring the underlying data is accurate and matches the contracts and activity so that AR can bill correctly.
- Review billing schedules and contract/product pricing against activity to identify and resolve invoicing errors, omissions or delays before and after submission to AR.
- Act as the main point of liaison between the Business Unit and the central AR team, escalating and resolving queries and disputes.

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2. Month-end accounting

- Prepare and post accurate month-end journals for your Business Unit(s), including accruals, prepayments, deferred/accrued income and other adjusting entries.
- Ensure all revenue and cost is recognised in the correct period and is fully supported by evidence and working papers.
- Deliver all month-end requirements in line with the Business Unit's reporting timetable and deadlines, including the P&L Flash Report, Risks and Opportunities reporting, Growth Tracker updates, and other required submissions.

3. Month-end checks and balance sheet control

- Complete standard month-end checks for the Business Unit(s), including balance sheet reconciliations, in line with Group control standards.
- Review reconciliations for reasonableness, identify actions arising and take these forward to clearance without being prompted, escalating risk early.
- Support the annual audit process with evidence and explanations for the Business Unit(s).

4. Post month-end reporting and analysis

- Produce the Business Unit performance report(s) to a standard fit for management consumption - accurate numbers, variance analysis and written commentary explaining performance and outlook.
- Lead monthly performance review meetings with product/operational managers, presenting results, interpreting the commercial implications and agreeing actions and owners.
- Provide insight and narrative rather than data production - commentary should answer 'so what' and 'what next', not just 'what happened'.
- Prepare and support the production of open book reports to commissioners for relevant contracts, ensuring the financial information provided is accurate, well-evidenced and consistent with the underlying management accounts.

5. Budgeting and periodic forecasting

- Lead the annual budget build for your Business Unit(s) with budget holders, challenging submissions and consolidating a clear, well-evidenced budget with assumptions and risks for sign-off.
- Co-ordinate periodic (quarterly) re-forecasts, testing assumptions with budget holders and highlighting areas of risk and opportunity to senior management ahead of year-end.

6. Continuous monthly forecasting

- Maintain a live, continuously updated monthly forecast for the Business Unit(s), reflecting the latest activity, contract,cost information and live operational feedback.
- Perform bridge analysis between the rolling forecast and budget, highlighting the key drivers of movement and keeping leadership updated on the likely landing position between formal cycles.

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7. Aged debt and working capital

- Keep on top of aged debt for the Business Unit(s), working with AR/credit control to monitor outstanding balances, escalating with the operational team where required, and reduce debtor days.

8. Commercial business partnering and product/contract profitability

- Build and maintain trusted relationships with Business Unit leadership, being sought out for input on decisions before they are made rather than after.
- Build and produce and maintain profitability analysis by contract and by product, explain the drivers of margin movement, and recommend action on underperforming areas.
- Proactively challenge the cost base with relevant managers to identify savings and efficiency opportunities, and hold managers to account for delivery.
- Provide costing and commercial input to business cases, pricing and tender/contract renewal support, including ROI/payback analysis where relevant.
- Explain financial results and concepts to non-financial staff, coaching them to better understand the results within their services.
- Support and guide operational teams through the recruitment process, helping to drive workforce planning and process improvements.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
• Inspire	• Challenge	• Accountability
• Understand	• Improve	• Involve
• Communicate	• Learn	• Resilience

care·think·do
WE CHANGE LIVES BY TRANSFORMING HEALTH AND CARE

Job Description

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

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Job Description

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

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Job Description

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

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Job Description

Personal Specification

Essential

- Accounting qualification (CIMA/ACCA/ACA) or equivalent, or part-qualified with strong relevant experience
- Experience of month-end close, including preparation of accruals, prepayments and journals, and balance sheet reconciliations
- Experience producing budgets and rolling forecasts, including variance and bridge analysis
- Advanced Excel user, able to build and maintain robust financial models
- Fully IT literate, able to adopt new systems with ease
- Excellent communication and influencing skills at all stakeholder levels
- Proactive, well organised, able to work without regular supervision and to manage multiple deadlines
- Ability to build strong relationships with operational and product leadership contacts

Desirable

- Previous business partnering experience within a product-based or multi-contract commercial environment
- Experience of contract or product-level profitability analysis
- PowerPoint and presentation skills
- Relevant systems experience (e.g. Microsoft Dynamics)
- NHS/Care sector experience
- Educated to a degree level, with a relevant degree

Employee signature

Manager signature

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