

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

## Job purpose

This post will report to the Head of Finance and support a small commercial finance team to maximise the financial performance of the Business Unit within the national HCRG Care Group organisation.

## Base

Homeworking with occasional visit to operational sites

## This post is responsible for

Reporting to the Head of Finance, as the Finance Business Partner, you will be responsible for producing key management reports and provide insightful and timely analysis that will help drive the performance of the business and optimise the Business Unit's contract performance.

## Key duties include:

- Support the production of the monthly business unit performance reports, variance analysis, commentaries, forecasts and financial risk and opportunities.
- Co-ordination and management of annual budget production and system upload for annual budget.
- Co-ordination and management of the quarterly forecast process to highlight areas of risk to senior management/executives, be it on income and/or expenditure prior to year-end.
- Provision of regular external finance reports to commissioners.
- Ensuring that process disciplines and controls are adhered to and seek opportunities to recommend improvements to internal controls.
- Acting as an expert to produce insightful and impactful timely information to help drive business improvements.
- Provide costing support to business cases and provider to provider service level agreements.
- Build relationships with teams throughout the business, maintaining positive relationships to provide effective customer service and provide support to colleagues as necessary.

Providing front line financial support to operational teams including, Heads of Operations and Service Managers, this role should be the first point of contact for the operational business for queries regarding performance.

## Key Responsibilities:

- First point of financial contact for operational teams and Heads of Finance. Will need to build strong relationships with key operational contacts in the field.
- Provision of analysis to support understanding of financial and operational performance of the business.
- Preparation of and commentary on financial analysis to support existing major contracts, both income and expenditure, including attendance of contract meetings with customers/suppliers to discuss finances and activity for the following year to support contract negotiations.
- Perform bridge analysis between rolling forecast and Budget (current year or next year), highlighting major areas of financial change from one financial year to the next
- Financial analysis and commentary to support new business opportunities and cost reduction initiatives, including meeting with respective budget holders or service leads to discuss these opportunities and to build up a prospective price (if a new opportunity) or to calculate savings (for cost reduction initiatives) based on these discussions.
- Provide pro-active and reactive financial and commercial analysis to support Head of Finance in driving business performance, optimising revenue, containing, and reducing cost base and managing cash requirements.
- Provide ad hoc financial analysis to key stakeholders as required (Group Finance Director, HCRG Care Group Directors and the Senior Leadership Team, Operational Managers).
- Explain financial results and concepts to non-financial staff. Coach and develop non-financial staff to better understand the results within their services.
- Be pivotal in the implementation of the Workforce plans, and performance management of actual workforce spends against budget in each service.
- Lead on balance sheet reviews and associated actions.
- Ensure revenue reconciliations are maintained monthly and risks to P&L and cashflow are highlighted early.
- Apply a proactive approach to identify, highlight, investigate and help resolve key financial issues (e.g. old debts, cash flow, management of balance sheet - accruals/deferred revenue/prepayments)
- Take responsibility for supporting the operational business in:
  - Achievement of budget
  - Cash management.
  - Balance sheet management
- Preparation of monthly management accounts for inclusion in consolidated pack and individual service packs in accordance with deadlines and provide timely and insightful financial analysis and commentary. Financial Control & Transactional Team, specifically around:
  - Highlighting cash flow risks/opportunities
  - Requesting sales invoices
  - Credit control.
  - Treatment of purchase transactions
- Delivering additional revenues through review of missed opportunities within revenue contracts
- Leading supplier performance reviews in conjunction with Operational Managers to determine potential savings and executing on savings.
- Interfacing with the Procurement team to deliver contract savings.
- To support contract and sub-contracting monitoring and review, including:

- Maintaining records and logs of all contracts and sub-contracts
- To support BU Director and Operational Managers in managing contract variation processes
- Continuous audit against contracts to ensure all revenues/penalties are captured.
- Preparing and maintaining procedure notes to allow cross covering of responsibilities.

This job description is not exhaustive and only contain the main responsibilities and does not describe in detail all the duties required to be carried out.

## 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
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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.

## 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.

## 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.

## Personal Specification

### Essential

### Technical

- Qualified with a recognised accounting qualification (ACA/CIMA/ACCA or equivalent) (May consider Part Qualified with evidence of relevant experience).
- Experience of accounts preparation from TB to final accounts
- Advanced Microsoft Excel user
- Fully IT literate, able to adopt new systems with ease.
- Driving license and access to car

### Capabilities

- Positive attitude and ability to work in a team.
- Ability to prioritise and work under pressure of tight deadlines.
- Ability to work in a dynamic reporting environment and adapt to change.
- Confidence to challenge operational management when appropriate.
- Ability to build strong relationships with site based operational contacts.
- Must be able to clearly explain/interpret complex financial issue to non-financial operational contacts.

### Desirable

- Powerpoint
- Relevant systems experience (Microsoft Dynamics 365 Business Central, Proactis, iTrent)
- NHS/Care sector experience

Employee signature

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Manager signature

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