

Job Title:	Head of Finance
Reports to (job title):	Group Finance Director
Line Manager to:	Surrey Commercial Finance Team

Job purpose

The Head of Finance for the Surrey contracts portfolio is a senior finance leadership role, responsible for overseeing the financial health, planning, and performance of the Surrey portfolio. This role supports the delivery of strategic objectives, ensuring financial sustainability, efficiency, and compliance across all services within the contract. The Head of Finance will drive financial performance, advise on cost optimisation, and support the Group Finance Director with strategic financial insights and reporting to achieve HCRG Care Group's objectives.

This post is responsible for

- Leading and managing the finance function for Surrey contracts.
- Directly supporting operational leads and service delivery teams, providing expert financial advice.
- Leading financial planning, forecasting, and reporting activities for the Surrey portfolio.
- Developing and implementing robust financial processes and controls.
- Ensuring compliance with statutory regulations, contractual obligations, and HCRG Care Group policies.

Key responsibilities

- Strategic Financial Leadership
 - Provide financial leadership, oversight, and strategic direction for the Surrey contract, aligning with Group objectives.
 - Collaborate closely with the Regional Director to ensure that financial strategies support operational needs and contractual commitments.
- Contractual Relationship Management
 - Oversee the financial elements of the contract, ensuring contractual obligations are met and maintaining strong relationships with commissioning bodies.
 - Work with the Regional Director to manage and negotiate contract changes, renewals, and financial provisions that align with strategic objectives.
 - Act as a financial lead during contract reviews, ensuring the Group's interests are effectively represented and protected.
- Budgeting and Forecasting
 - Develop, implement, and manage the budget and forecast cycles, ensuring accuracy and alignment with service objectives.
 - Support the Regional Director in understanding budget implications and making informed decisions.
- Financial Performance and Analysis
 - Monitor financial performance, conducting variance analysis, and delivering insightful financial reporting to stakeholders.
 - Identify and recommend actions to address any performance risks or variances.
 - Ensure the financial strategy aligns with service delivery goals and contractual expectations.

Job Description

- Cost Control and Efficiency
 - Proactively manage costs and identify efficiencies to optimise service delivery within budget constraints.
 - Collaborate with operational teams to reduce agency spend in line with corporate goals.
- Stakeholder Engagement
 - Build and maintain strong relationships with internal and external stakeholders, including local authority and NHS commissioners, to enhance the financial effectiveness of service delivery.
 - Partner with the Regional Director to communicate financial performance and contractual compliance to key stakeholders.
 - Act as the finance liaison, providing clear and timely information to operational leaders, Group Finance Director, and other senior management.
- Compliance and Reporting
 - Ensure compliance with all financial and regulatory requirements, maintaining audit-ready documentation.
 - Oversee accurate and timely preparation of monthly management accounts, KPIs, and other ad-hoc reporting as needed.
- Team Management and Development
 - Lead, mentor, and develop finance team members within the Surrey portfolio.
 - Foster a culture of continuous improvement and high performance.

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

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.

Job Description

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

- A professional accountancy qualification (ACA, ACCA, CIMA, or equivalent) with at least 5 years post qualification experience.
- Significant experience in a senior finance role, ideally within the healthcare sector or a similar environment.
- Proven experience in budgeting, forecasting, and financial reporting.
- Experience working with multiple stakeholders, including local authorities and NHS commissioners.

Desirable

- Knowledge of public sector finance and funding mechanisms.
- Experience in managing large, multi-million-pound portfolios with a strong focus on cost control and performance improvement.
- Previous experience in a matrix or multi-contract environment.

Other requirements:

- Strong analytical and problem-solving skills, with the ability to interpret complex financial data and present clear recommendations.
- Demonstrated ability to lead, inspire, and develop a finance team to achieve high performance.
- Ability to think strategically, with a strong understanding of the broader organisational context.
- Excellent communication and interpersonal skills, with a proven ability to build effective relationships at all levels.
- High level of accuracy and attention to detail, with a commitment to compliance and process improvement.

Job Description

- A flexible approach to changing priorities and operational needs, with an ability to manage workload effectively.

Employee signature

Manager signature
