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| Job Title: | Group Finance Manager |
| Reports to (job title): | Head of Finance |
| Line Manager to: | Financial accountant & Treasury |

Job purpose

The Group Finance Manager role is a key role within the senior finance team at HCRG Care Group reporting directly to the Head of Finance. We are looking for someone who has seen what best in class financial control and reporting looks like and has a strong track record within a financial reporting and controllership role. This is a varied and challenging role which will provide scope for progression. You will also have significant opportunities to refine and improve current processes, troubleshooting where necessary to encourage 'best in class' performance across the team.

The postholder will be responsible for undertaking all aspects of financial management, including regulatory and financial reporting as well as developing and monitoring an effective control environment and providing strategic information and advice to key stakeholders across the organisation.

Previous experience of leading external and internal audits and the production of statutory accounts for multiple entities across the UK under FRS is required. You will enhance and improve the group accounting function by developing and mentoring the current team of 2 including Treasury that falls under this broad and exciting role. You will also be a key player in Mergers & Acquisitions.

Key Internal & External Clients

- Directors and Heads of Finance
- Business Partners
- SSC team
- Contract and Performance Managers
- Executive Team
- Audit Committee members
- External audit provider
- HMRC
- Banking providers
- Parent company finance team

Key responsibilities

Financial Reporting

- Responsibility for the year-end financial reporting processes, ensuring accurate production of financial reporting statements and relevant disclosures in accordance with current accounting standards for multiple UK entities
- Leadership of the audit process, ensuring deadlines are met and accurate information is provided to the Group's auditors on time
- Preparation and submission of all group statutory and regulatory reporting to our parent company
- Preparing technical updates, appropriate recommendations and papers to the Audit Committee
- Monthly consolidated Balance Sheet Reporting
- Support the commercial finance team with funding requests, Cash Flow Forecasting in respect of actuals and the production of long term strategic plans
- Completion and submission of all financial regulatory requirements to 3rd parties.
- Supporting the Head of Finance with Financial analysis on potential acquisition targets.
- Ensuring newly acquired entities are integrated to HCRG Care Group.

Taxation:

- Tax Computations. Preparation of tax computations is outsourced, the postholder is responsible for the management of relationships with tax advisors to ensure we optimise the provision of tax services and obtain best value and quality
- SAO certification and notification
- Review and submission of quarterly VAT returns
- Work closely with company tax advisors to ensure tax compliance across all entities
- HMRC stakeholder management
- Review and submission of annual PSA return
- Maintenance of Tax Risk Register

Financial Control:

- Partner with Head of Finance for the Development and implementation of a robust control environment strategy including the production of RACM's across all group finance areas.
- Formulating and ownership of all financial control policies including periodic review and group wide compliance monitoring
- Ensuring compliance with Accounting Standards and the implementation of any new or revised accounting standards

- Building strong and trusting relationships within the business with stakeholders at all levels and key external stakeholders including auditors, tax advisors, HMRC and bankers
- Management of counter fraud reporting and controls
- Management of Financial Risk Register
- Ownership of Finance Master Data
- Implementing and producing monthly control KPI's

Leadership:

- Identify training and development needs of direct reports and work with them ensure these are met
- Provide visible and strong leadership, empowering staff to develop and utilise their creativity in the delivery of services
- Ensure the team makes use of all available internal and external resources to maximise their productivity and output.

Other responsibilities to be agreed individually.

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"> • Inspire • Understand • Communicate | <ul style="list-style-type: none"> • Challenge • Improve • Learn | <ul style="list-style-type: none"> • 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 flourish. 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

- Qualified ACA, ACCA Big 4/Top 50 practice trained professional with significant technical expertise
- Between 2-7 years PQE
- Strong financial reporting and controls background
- Experienced in statutory accounts preparation and review
- Experienced in corporation tax and VAT preparation and review
- Demonstrable experience of improving controls and processes
- Excellent communication and relationship building skills with the ability to deliver with others
- Able to articulate complex financial information in a concise, informative manner
- Highly numerate and analytical with a keen eye for detail
- Demonstrates a proactive and positive approach to problem solving
- Takes personal ownership and plans/leads activities to completion
- Able to prioritise multiple activities across tasks, and plan internal/ external resources effectively to meet objectives
- Strong team ethic, Company-minded, adaptable, flexible
- Exhibits sound judgment, is insightful and objective
- XXXXX

Desirable

- Experience of working in a complex contract organisation

Job Description

- Experience of Transfer pricing
- High level tax knowledge
- Experience within the healthcare sector
- Demonstrable experience of managing and developing a team.

Employee signature

Manager signature
