

**JOB DESCRIPTION**

**Job Title:** Finance Manager

**Department:** Finance

**Reports to:** Director of Finance & ICT

**Line Management:** 3 Direct Reports

**Location:** Although based in Kilmarnock, the job holder is expected to visit the Renfrewshire Office as and when the role requires. Some travel may also be required across Ayrshire/Renfrewshire to attend meetings

**Background**

Partners for Inclusion Group provide social care support to people with a learning disability or mental health needs or both. Support is provided in people’s own home and community. We are a human rights based organisation, who believe the person supported should have as much control as possible over their support. This includes having their own Individual Service Fund (ISF), which is crucial in helping them, their family and their team make meaningful and safe decisions.

**Job Purpose:**

* To assist the Director of Finance and ICT in providing effective and efficient financial services, advice and guidance.
* Maintain and develop the accounting system (SAGE) and the associated procedures in order to improve efficiency.
* Working across Department Managers and budget holders, ensure financial management reporting to the Director of Finance & ICT is timeously delivered to enable strategic and operational decision making.
* Working with the Director of ICT, manage the day to day smooth running of the finance department in order to ensure that end to end processes are effectively delivered.
* Ensure that there is adequate service cover within the department at all times.
* Working with Department Managers to support the management and monitoring of budgets and budget spends on behalf of budget holders and identify and support finance training to budget holders.
* Support the Director of Finance & ICT in the delivery of quarterly management account reports.
* Identify and support finance training to budget holder as and when required.
* Working in a small finance team, be prepared to take on the various functions of the team and be able to step into other functions in finance as and when needed.

**Key Responsibilities**

* As part of the finance team you will produce, and manage the weekly/monthly/quarterly/annual finance processing deadline schedule ensuring the process is robust and accurate.
* Support the preparation of annual budgets including those at departmental level and monitor rolling cash flow forecasts.
* Ensure that accounting requirements for special grants are met, and assist in the preparation of grant claims and grant funded project accounts for external grant givers.
* Support the Director of Finance & ICT in the productionof quarterly management accounts, including previous year comparatives and full year forecasts to strict deadlines, investigating and annotating variances, and liaising with Budget Managers as necessary prior to meeting with the Director of Finance & ICT for formal sign off and presentation to the Senior Management Team.
* Support the Director of Finance & ICT in the provision of accurate, timely and clear quarterly management accounts in an agreed format covering financial performance to include performance against overhead recovery, highlighting newly identified strategic financial planning risks to the Director of Finance & ICT to set budgets and onward forecasting and ensuring that the reporting of financial management information is continuously evolving to meet changing requirements of the company.
* Working in conjunction with the Director of Finance & ICT to provide and contribute recommendations and guidance to the Senior Management Team including the use of robust financial tools leading to organisation wide budgetary and re-forecasting activities to enable the production of robust financial reports and analyses together with inciteful commentary and recommendations.
* Develop a deep understanding of the PFI financial model, in order to be able to contribute proactively and support the Director of Finance and ICT in the financial planning process.
* Provide appropriate and timely input to the organisation’s financial planning and reporting exercises.
* Prepare draft annual statutory accounts, with supporting schedules suitable for auditing to strict deadlines.
* Alongside the Director of Finance & ICT, work closely with the Senior Development Leaders to undertake financial analysis and due diligence assessments of new services or initiatives, reviewing and scrutinising any financial impact to the overall organisation.
* Support the Director of Finance & ICT, to identify areas of financial efficiency through objective financial review and challenge.
* Support the Director of Finance and ICT to manage restricted funds, ensuring correct allocation of resources and reporting.
* Oversee and assist the Payroll Officer ensuring the payroll function for the group is compliant with all current legislation including pension providers, HMRC and other statutory organisations. Ensure that payroll is signed off by the Director of Operations and the Director of Finance & ICT.
* Conduct rigorous budgetary monitoring, forecasting and control, so that decision-makers are confident in the financial information they receive and understand the business drivers underpinning the figures presented.
* Manage objectives as set by the Director of Finance and ICT, ensuring the effective management of conflicting priorities and complex circumstances.
* Develop and facilitate effective **internal** working relationships at all levels across the organisation.
* Develop and facilitate effective external relationships with the people and families of those we support.
* Develop and facilitate professional working relationships with external stakeholders including: Auditors, Health and Social Care Partnerships, Solicitor and HMRC.
* Assist the Director of Finance & ICT with financial input during service reviews or competitive tendering.
* Deputise for the Director of Finance & ICT when required.
* Identify, support and develop the training within the finance team and provide on-going support and development.
* Support the Director of Finance & ICT in the production of a team development plan.
* Have an overview of financial best practice which informs the overall aims of the Partners of Inclusion Group with respect to continuous improvement.

**Person Specifications**

**Education/Qualifications:**

**Essential**

* Fully qualified accountant (ACA, ACCA, CIMA, CIPFA) or equivalent finance qualification is required for this role.

**Experience:**

**Essential**

* Extensive experience working in a finance role within a complex organisation.
* Strategic financial management experience.
* Significant technical accounting skills and experience of financial and budgetary control systems, including accounts preparation to final statutory accounts.
* Considerable experience of managing budgetary, forecasting and reporting activity.
* Proven track record of developing and securing excellent business relationships both internally and externally.
* Proven track record in managing people successfully.
* Effective communicator at all levels.
* Stakeholder management experience.

**Experience:**

**Desirable**

* Experience of organisational change.
* Experience of the Health & Social Care Sector.
* Knowledge of Charity Accounting.

**Skills/Knowledge/Understanding:**

**Essential**

* Advanced IT skills, especially Word and Excel with the ability in particular to structure, analyse and interpret complex financial data for a variety of audiences.
* Good working knowledge of PAYE and VAT.
* Proven ability to work effectively to achieve tight deadlines and prioritise and manage multiple tasks.
* High standard of accuracy and presentation.
* Excellent oral and written presentation skills, to convey complex financial information to a wide audience, including non-financial colleagues, clearly and effectively.
* Proven analytical and problem-solving skills with the ability to make considered decisions, resolve conflicts and demonstrate sound, professional judgement.
* Ability to work effectively with senior managers to deliver key business objectives.
* Ability to work independently and within a team, collaborating and sharing expertise.
* Fluency in one or more accounting software package, including their adaption to charity accounts.

**Skills/Knowledge/Understanding:**

**Desirable:**

* A broad and detailed knowledge of financial issues within Health & Social Care, including Self Directed Support.
* Knowledge of SAGE accounting package.

**Management Competencies**

**Organises work processes to deliver on time, on budget and to agreed standards (SMART goal**s).

* Ability to delegate and manage the work of others.
* Establish and maintain effective relationships with staff and internal business partners.
* Establish and maintain effective relationships with external stakeholders

**Strives for continuous improvement and encourages others to do so.**

* Develop and maintain a learning and development programme for the Finance team in association with the L & D Manager.
* Ensure the continued professional development (CPD) of the Finance Team
* Undertake Annual (bi-annual) performance reviews ensuring that SMART goals are reviewed.
* Commitment to continuous improvement including own professional development

**Manages people effectively**

* Can demonstrate a clear value led approach in all your actions and supports the culture of the organisation.
* Make best use of skills, experience and resources that exist within the team.
* Actively looks for opportunities to develop members of the team
* Is self-aware: Has a well develop sense of self and can through, good practice, shape the behaviour of others.
* Is empathic: Understands and demonstrates empathy with colleagues and offers constructive assistance when required.
* Can review performance providing feedback that is specific, measured, achievable realistic and timeous (SMART)
* Delegate appropriately, while ensuring staff are supported.
* Secures commitment to change through appropriate involvement of staff.
* Demonstrate and facilitate a strong ‘can do’ culture.
* Can effectively develop and support a high performing team.
* Can accept responsibility for actions of the team.
* Demonstrates high standards of integrity, honesty and fairness.
* Offers objective advice without fear or favour.
* Establishes and communicates clear standards and expectations
* Identifies colleagues best suited to a task and delegates effectively, knowing when to step in and when not to
* Builds trust, develops a positive working environment.
* Secures commitment to change through appropriate involvement of staff

**Establish and maintain excellent communication**.

* Chooses methods of communication most likely to secure effective results.
* Negotiates effectively and can manage conflict.
* Has excellent written and verbal communication skills:
* Is an active listener, invites other to participate equally and can quickly and effectively build rapport.
* Is able to intervene, appropriately, as required to refocus discussion.
* Demonstrates respect, an open mind and communicates without prejudice.

**Self Management**

* Ensure that personal and professional skills remain current.
* Is self-motivated and has the ability to motivate others
* Demonstrates integrity, honesty and transparency.
* Open and willing to share learning with others.
* Acknowledges mistakes and treats them as learning opportunities.
* Treats challenge as a positive force for improvement
* Acts with integrity: Embodies a high standard of personal and professional behaviour.
* Can work collaboratively.
* Willingness to be flexible and dynamic toward organisational change.

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to change. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time