



Job Description – Finance Manager

Workbase: Underground House, Trevissome Park, Blackwater
(Note: Company Office may change from time to time).

Responsible to: Chief Executive Officer, External Finance Director

Job type: full time, permanent

Salary: Upon request

Main Purpose of Job

To effectively manage all aspects of Spectrum's finances including budgets, cash-flow, accounts, credit control, payments, payroll, statutory and other returns.

To pro-actively ensure accurate and timely communication of financial information to the Trustees, Chief Executive Officer and Senior Management Team, as well as liaising with the external financial director, banks and auditors.

To proactively support the organisation to improve its financial position through managing and advising on costs, revenues and projects.

To prepare and calculate service user costings using fee calculator and support fee negotiations with new and existing service users.

To support strategic heads in formulation of business plans, developments and new projects.

Responsibility for ensuring the financial costing software is fully utilised and operating effectively.

To lead a small team to ensure effective financial support for the organisation.

Environment

Spectrum's goal is to provide quality of life and the opportunity to develop for service users in its care. The organisation works to a value-base of respect for the dignity and uniqueness of each individual – service user, team member, stakeholders and the wider community.

Functional Links

Service users, service user families, sponsoring authorities, regulatory bodies, partner organisations, suppliers and other stakeholders.

All team members, Registered Managers, Divisional Managers, Senior Management Team (SMT), external Finance Director (FD), Chief Executive Officer (CEO), Trustees, and finance team members

Key Aims

- ▶ To work collaboratively yet independently with the CEO/SMT/FD advising where changes are needed to gain revenue from new projects, achieve cost savings and identify risks.
- ▶ To manage budgets in consultation with the CEO/SMT/FD and to provide regular, timely budget updates. To accurately identify and allocate costs to cost centres.
- ▶ To effectively monitor cash-flow, working capital requirements and oversee credit control, alerting the CEO/SMT/FD promptly of any concerns. To include a daily update of cash flow report and preparation of aged debtors and creditors reports.
- ▶ To produce and interpret monthly management accounts and to prepare and submit annual accounts and statutory returns. To be able to account for and reconcile income and expenditure.
- ▶ To oversee the negotiation of Individual Purchase Agreements (IPA) and ensure billing is set up prior to admission. Any changes, over or under payments to the IPA to be communicated to the SMT immediately.
- ▶ To oversee and authorise payroll ensuring accurate and timely payments to employees and the HMRC. Reconciliation of all payroll control accounts.
- ▶ To oversee and authorise payments to suppliers, to ensure that appropriately authorised, secure and timely systems for the execution of financial transaction, including care, are in place.
- ▶ To regularly review and update in consultation with the CEO/SMT/FD financial controls and reporting processes ensuring that records required by law are retained and stored securely.
- ▶ To understand and be confident in the Department of Work and Pensions state benefits and the entitlements for people living in residential care. To monitor and regularly reconcile the service users state benefits.
- ▶ To ensure all house budgets are in place for each home and that the registered manager is competent in managing the home budget, petty cash and service user's weekly personal expenditure allowance.
- ▶ Manage the finance team to include supervisions, appraisals, training.
- ▶ To support managers in residential/education/outreach to understand and develop skills in cost management.

Specific Job Requirements

JOB REQUIREMENTS	DESCRIPTION
Skills	<ul style="list-style-type: none"> • Capacity to build collaborative working relationships with the CEO, SMT, External Finance Director, Finance Team and suppliers. • Ability to take a functional perspective and to make feasible recommendations to support organisational development. • Ability to implement changes to systems and to gain the buy-in

	<p>and support of those affected by change.</p> <ul style="list-style-type: none"> • Timely and accurate submissions of statutory returns (e.g. PAYE, Corporation Tax, VAT). • Effective management of cash-flow. • Setting and monitoring of budgets. • Preparation and interpretation of monthly management accounts. • Preparation and interpretation of annual accounts. • Setting up financial control and payment systems and monitoring these. • Financial management of specific projects. • Understanding and administration of a payroll for an organisation of several hundred staff with ad hoc rota and overtime payments. • To effectively manage Spectrums leased properties. • Fee negotiations and service user costings. • Effectively manage a team.
<p>Specific Knowledge Qualifications</p>	<ul style="list-style-type: none"> • Suitable accountancy qualifications (CCAB) and/or a minimum of 5 years' experience preferably in the care sector or multisite operation. • Management and Supervisory experience. • Management of budgets, accounts and finance • Development of business plan.
<p>Additional skills, knowledge and qualifications which would add to job performance.</p>	<ul style="list-style-type: none"> • Experience of structuring finance arrangements for capital projects and of securing finance. • Team management including ability to motivate, develop skills and manage underperformance. • Able to maintain records and IT systems and ensure data quality across the organisation. • Understanding of learning disability and autism. • Understanding of appropriate legislation surrounding the Mental Capacity Act and the Autism Act. • Comfortable working with both adults and children with challenging behaviour.

KEY BEHAVIOURS

Team Work and Communication:

- ▶ To build constructive and positive working relationships and maintain good communication with your functional team, management colleagues and the wider organisation.
- ▶ To demonstrate the capacity to take an organisational perspective in group decision making, to own group decisions and to clearly identify and communicate risks to the organisation to management colleagues and the CEO/FD

Service Development

- ▶ To achieve continuous improvements in the delivery of service in both quality and efficiency of processes. To identify and share good practice across the team/organisation.
- ▶ To take active steps to identify and minimise operational and systemic risks to the organisation.

Autonomy & Initiative

- ▶ To demonstrate the capacity to self-manage your time and to prioritise actions to achieve goals in a timely manner.
- ▶ To demonstrate the capacity to take well-judged decisions independently and to refer decisions to the SMT/FD/CEO where appropriate.

Value Base

- ▶ To act at all times in a way which models a valuing style of management, respecting individual dignity and difference.
- ▶ To actively identify and work on your continuing professional development including maintaining an up-to-date awareness of sector developments and changes in the regulatory framework.
- ▶ To maintain an absolute confidentiality concerning the personal details and lives of service users, the company's financial status and business plans that are not in the public domain and any other information that you could reasonably be expected to understand is confidential.
- ▶ To actively and positively contribute to the job-planning process and to follow up agreed actions.
- ▶ To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this.
- ▶ To work at all times demonstrating respect for the dignity of service users, their families and colleagues in accordance with Spectrum's Value Base Policy.
- ▶ To undertake such other duties as may be required within the general scope of the job.

Specific Job Requirements

JOB REQUIREMENTS	DESCRIPTION
Skills	<ul style="list-style-type: none"> • Ability to take a functional perspective and to make feasible recommendations to support organisational development. • Capacity to build collaborative working relationships with the CEO, SMT, Operations, Suppliers and Regulatory Bodies • Ability to implement changes to systems and to gain the buy-in and support of those affected by change. • Preparation and interpretation of annual accounts. • To effectively manage Spectrums leased properties. • Fee negotiations and service user costings • Ability to research legislation and relevant guidance and to abstract key points. • Capacity to interpret research for the organisation so that compliance with legislation and guidance can be achieved in a practical way. • Ability to present proposals to the senior team in a clear and succinct way. • Capacity to communicate with people in a wide variety of roles within the organisation and to engage them with making changes. • Ability to develop systems to monitor compliance with legislation, guidance and standard. • Ability to build collaborative working relationships with regulatory officials.

Management Competencies

MANAGEMENT COMPETENCY	DESCRIPTION
Team-Work & Communication	<ul style="list-style-type: none"> • Communication within functional areas, across the organisation and to senior managers. • Identification and communication of risks. • Capacity to build relationships in a free-standing way and to achieve identifiable outcomes from networking. • Ability to project a professional image of the organisation to internal and external audiences. • Can take or understand a third perspective and build consensus within the SMT and take ownership of a group decision.

<p>Team Development</p>	<ul style="list-style-type: none"> • Actively building the knowledge base and skills of team members in a functional area (i.e. building team capital) • Building a team which is motivated to deliver high levels of service. • Actively acting as a mentor and modelling good management practice to team. • Providing regular supervisions to team members, resolving conflicts, ensuring acceptable levels of turnover and sickness absence. • Development of the team reflects the ethos of the organisation and leads to service improvements.
<p>Service Development</p>	<ul style="list-style-type: none"> • Ability to build continuous improvement into everyday work, moving the service towards it being cutting edge. • Taking action to minimise risks to the organisation (e.g. promoting service user health & well-being, health & safety, security policies, reducing potential liabilities). • Developing the efficiency of processes, timescales to complete tasks and extending good practice. • Capacity to advocate independently for the interests of service users / the organisation. • Recognising at what point key decisions need to be taken by a group or more senior manager (e.g. in relation to service user welfare, finances).
<p>Autonomy & Initiative</p>	<ul style="list-style-type: none"> • Capacity to self-manage time, identify and action priorities (including risks to the organisation) to achieve goals. • Ability to take independent decisions as well as to utilise group decision making appropriately.
<p>Value-Base</p>	<ul style="list-style-type: none"> • Personal value-base, language and actions reflects the overall approach of the organisation