

JOB DESCRIPTION

Job Title:	Finance Manager
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham, Gloucestershire, GL53 7AS
Responsible to:	Director of Finance and Company Secretary
Accountable to:	Chief Executive, Cobalt Health

Line management

Line Management of Finance Team Members

Job Purpose:

- To be responsible for overseeing the production of the monthly management accounts and the production of the year end statutory accounts,
- To lead on the further development of the Charity's accounting systems, controls and reporting,
- To work with the operational teams to develop integrated business solutions to support efficient, effective operational and administration systems for the Charity,
- To ensure that the accounting systems are used in the most effective way and that the accounting records are kept up to date
- To ensure that all regulatory returns are completed in a timely manner,
- To ensure that the Finance Office is appropriately staffed at all times and provides a quality service to the Charity,
- To encourage an expectation of high standards and quality of work and to ensure that the financial control procedures are observed.
- To attend the Finance Committee from time to time, preparing financial reports and other matters as required, plus taking the minutes.

Key Relationships

Finance Director and Finance Team, the CEO, the Treasurer and Finance Committee, Managers and Staff across Cobalt, Suppliers, the Charity's Auditors, Bankers, Insurers, Patient Referrers/Customers, Major Debtors.

Key areas of responsibility will include:

Operational Duties

- To manage the Finance Team and support them in the achievement of its weekly, monthly and annual tasks and reporting requirements.
- To provide cover for key activities in the event of staff holiday, illness, and periods of high workload.

- To monitor the performance and development of the Finance Team through regular contact, meetings and appraisals. In doing so monitor the team's general wellbeing and with the support of HR help them with appropriate support, training and signposting to other services as required.
- To ensure that the Finance Team have the skill, capability and resilience to maintain services during exceptional circumstances and that all key functions are completed in a safe and timely manner.
- To support the timely maintenance of an accurate accounting system, reflective of the Charity's operations, including the posting/review of month-end journals.
- Reconciling the fundraising income to the underlying records and ensuring that gift aid is properly calculated in accordance with HMRC rules and claimed on a regular basis.
- Provide periodic summary review of the reconciled Aged Debtors & Aged Creditors sub-ledgers.
- To manage the mobile billing, receive and process the mobile returns, ensuring invoices are raised in a timely manner. Monitor the contribution from the fleet and raise concerns as appropriate.
- To review and help investigate the key management account variances, working with budget holders to better understand these and where practical producing solutions to help control these.
- To prepare the SORP accounts and annual audit file, manage the audit process, liaising with the Audit Manager and team to ensure that the audit runs efficiently.
- To assist with the preparation of the TAR, including the continued development of impact reporting.
- To work with the FD using the information gleaned from work on the management accounts and with management colleagues to help inform the preparation of the Charity's budget.
- To maintain an effective set of financial controls.
- Support the Finance Director in specific areas of investigative analysis/new projects/pricing modelling.
- Assist in the annual insurance review and to support the Charity to handle claims as they arise.
- To look at the integration of the new rota tool to the finance system to reduce double keying/risk and improve efficiency.
- To oversee the online expense system, ensuring expenses are paid for valid claims in a timely manner.
- To review the payment run items up to the agreed level in the financial controls.
- To support the review of the Cobalt's pricing structure and make recommendations for simplification/improvement.

- To maintain a broad understanding of the Finance Director's responsibilities and be prepared to deputise for the Finance Director at meetings with external parties, SMT and the Board.
- To deputise for the Finance Director and other signatories to authorise payments/transactions through Bankline if and when required.
- To help prepare the annual insurance review and to support the Charity to handle claims as they arise.

Management of Resources

To oversee the finance team and resources to enable the team to work productively.

Teamwork

This will involve:

- Working collaboratively with other departments within Cobalt
- Taking an active part in team meetings
- Championing the professional integrity of the organisation
- Adhering to corporate policy and procedure
- Advising and mentor staff members, particularly junior staff members

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination

and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (CPD) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specifications

Qualifications and Training	Essential	Desirable
Education to degree level, or equivalent professional experience	✓	
Accountancy Qualification or qualified by experience	✓	
Extensive hands-on experience of accounting software, specifically Sage 200.	✓	
An understanding of cloud solutions and how best to leverage the advantages for the organisation.	✓	

Knowledge and experience	Essential	Desirable
Demonstrable experience of working as a Finance Manager in a busy SME environment including preparation of management accounts, presenting the results, supporting users with the interpretation of the results and implementing change.	✓	
Experience of the charity sector		✓
Experience in leadership role, organisation development, multi-tasking, problem solving, maintain relations with other managers/departments.	✓	
Knowledge of current Charity SORP and Companies Act reporting requirements, experience of preparing financial statements.	✓	
Experience of managing a team, setting objectives, appraising staff, mentoring, and dealing with any staffing issues as they arise.		✓

Skills and abilities	Essential	Desirable
Ability to work to high standards of accuracy, quickly and efficiently whilst under pressure	✓	
Able to meet tight deadlines consistently	✓	
Ability to manage staff effectively	✓	
Excellent interpersonal skills	✓	
Strong communication skills, both written and verbal	✓	
High level of proficiency in IT skills, Microsoft Excel, Microsoft Office and report writing	✓	
Work flexibly and co-operatively as part of team	✓	
Ability to analyse data effectively, making recommendations	✓	

Personal attributes	Essential	Desirable
Proactive and self-motivated	✓	
Flexible and able to adapt to situations	✓	
Professional approach	✓	
Resilient	✓	
Well organised with excellent time management	✓	
Commitment to continued professional development	✓	
Role model and share good practice	✓	
Aligned with the mission and values of the Charity	✓	