

Job Description 2023

Finance Manager

Summary

The Finance Manager will be responsible for the Finance function including controls within the company's financial system. The post holder will not only demonstrate exceptional accountancy and skill with company finances but will be expected to provide sound financial guidance to develop and implement robust financial control management. The post holder will deliver timely month, quarter and year end reports and analysis to inform the Senior Leadership Team and the wider staff team of financial trends. This in turn will support the annual budgeting process which will be underpinned by their ability to engage with stakeholders across the organization to formulate realistic and achievable financial targets. The role demands exceptional attention to detail and an ability to meet deadlines with a proactive approach to problem solving.

Purpose

The post holder will work as a proactive member of a highly motivated and driven team, using their financial and analytical skills to support the sustainability of Accelerate as a social enterprise. The key purpose of this role can be summarized as:

- Responsibility for an efficient, accurate and financial function supporting the strategic delivery of Accelerate's
- mission.
- Developing and implementing internal financial controls including good cash flow management and credit control.
- Responsibility for all internal and external financial reporting including statutory VAT returns. The business analyst aspect of this role embraces responsibility for investigating and analyzing financial activities and processes, looking to make them more efficient and controlled.
- In the context of an SME, which best describes Accelerate, the delivery of end-to-end transactional finance and reconciliation is the key component of this role, supported by a Finance Assistant.

In taking on this role the individual will be expected to embrace the philosophy and values of the organization and reflect this through establishing collaborative and productive relationships with internal and external stakeholders. Through skillful and diligent scrutiny and effective communication, the post holder will improve financial awareness and support Accelerate staff to deliver on key financial targets.

Title:	Finance Manager
Reporting to:	Commercial Director
Supported by:	Finance Assistant (currently part-time)
Salary:	£36,750 - £47,250 pro-rata, depending on skills and experience
Hours:	30 hours per week with flexibility as required to achieve deadlines
Term:	Permanent post

Essential Outcomes for this role

1. Overall control and management of the company's accounting function with full accountability.
2. Management and maintenance of all financial transactions with excellent attention to detail to aid monthly reconciliation and production of a variety of reports as needed.
3. Provide insight to the Directors that will support excellent internal controls and cash flow.
4. Maintain, develop and implement financial systems to ensure robust, compliant approaches that support current activities and future growth plans.
5. Preparation of timely and accurate management accounts to an agreed timetable to inform executive team, Board and wider staff team.
6. Preparation of statutory annual accounts with external accountants.
7. VAT returns and other regulatory financial and business reporting
8. Increase financial understanding across the teams to improve sustainability of the business.

Key Responsibilities

Uphold the vision and values of the company

As an employee of Accelerate CIC you will be expected to understand and espouse the philosophy and values of the organization and at all times represent the organization in a positive and professional way.

Communication and relationships

Effective communication holds the key to good relationships across the organization. In this role you will have exemplary communication skills that will support relationship and account management both internal and external.

The promotion of equality and good relations is an essential task for all employees. The post holder will be proactive in how equality issues are considered and integrated into all areas of the business and policy development. The focus will be on the diverse workforce and the population Accelerate serves.

You will be expected to attend and play an active role in key meetings, clearly articulating your observations and sharing information.

List of key Duties and Responsibilities:

- Manage the company's accounting functions including all transactions, reconciliations, and reporting end to end.
- Accurate delivery of VAT returns and other regulatory financial and business requirements and reporting. This includes liaising with the Director of Research and external consultants to prepare the R&D Tax Credit submission.
- Preparation of timely and accurate monthly financial statements.
- Timely and accurate quarterly accounts to inform executive team and Board.
- Take responsibility for the company cash management and reserves policies and keep the cashflow position under review.
- Provide insight to Directors that will support excellent business decision making.
- Support the delivery of the financial strategy that will optimize the company's financial performance and strategic position. This includes assembling and summarizing financial data to assess financial risk to inform senior management of gaps in performance which need management.
- Recommend, develop and implement financial systems to ensure robust, compliant approaches that support current activities and future growth plans.
- Support the Directors in the annual budget setting, forecasting and working capital and management projections.
- Ensure all regulatory requirements of all statutory bodies are met.
- Monthly management of payroll and managing the relationship with external payroll provider
- Manage of staff pensions scheme and other those related to estates, taxes, capital requirements as appropriate

Governance and responsibility for resources

Each member of Accelerate CIC has a personal accountability and responsibility to ensure patient and staff safety at all times, to ensure that care is given in line with plans and direction, to report incidents, accidents and any adverse events involving clients and to deal with any emergencies appropriately. Appropriate resource management is the responsibility of every member. Good governance results in satisfied clients and that is the goal of the company every hour of every day. This post holder will work closely with the Clinical Director in delivery of the requirements for on-going safety and CQC registration.

Personal development, health and safety

You are expected to take ownership for your personal developmental learning needs and for your performance; this includes keeping a record of your personal development plans and activities and playing a proactive role in your objective setting and appraisal process. You should be familiar with legal issues pertinent to your role and be familiar with the changing structures of health care provision that may impact on the position of the company.

It is also your responsibility and duty to observe standards of health safety and security which includes adopting appropriate infection control procedures, ensuring work areas are clean safe and free from hazards and reporting any potential risks.

Equal Opportunities

It is the aim of Accelerate CIC to promote equal opportunities for its staff and in its working with the public, including clients and other agencies. Through this we intend that any person coming into contact with Accelerate CIC will not be disadvantaged on the basis of sex, race, colour, culture, nationality or ethnicity, religion or disability. Each member of Accelerate CIC will have a personal responsibility to ensure that equality and good relations are integrated throughout the organization.

Adult and Child Protection

Accelerate CIC promotes a safeguarding child and adult culture. It will be the responsibility of each staff member to ensure that the risk status of all patients will be assessed for safeguarding issues. Any individual whose welfare is deemed at risk will be referred to the appropriate safeguarding team. All staff will receive the appropriate safeguarding training and required updates to ensure that they are able to identify risk and follow specified guidance.

Information Governance

Accelerate CIC adheres to the principles of information governance. This involves the Data Protection Act of 1998 and any code which details the standards for information handling. Incorporated within this is confidentiality, records management, information security as well as the Freedom of Information Act 2000. Compliance with these standards is embedded within Accelerate CIC and it is expected that all employees will observe and comply with these legal requirements.

Person Specification

Key qualifications, competencies, and skills

- Accounting and finance qualification (AAT or similar) (E)
- Minimum 5 years of working within financial and commercial environment at similar level (D)
- Advanced Microsoft Office skills including Excel. (E)
- Experience of a variety of online accounting and supportive systems. (E)
- Excellent track record of understanding and delivery of all transactional processes and reconciliation from end to end (E)
- Extensive experience of preparing and presenting financial management accounts as required with insight and commentary. (E)
- Experience of preparing Research and Development Tax Credit submissions (D)
- Experience of managing VAT in a health-based environment, including knowledge of the partial exemption VAT rules. (E)
- Expertise in cash flow management and overseeing banking arrangements(D)
- Experience of Payroll and pension management (E)
- Experienced in annual accounting and business planning cycle. (D)
- Experience of automating financial processes to improve efficiency. (D)

Qualities and attributes

- Excellent attention to detail
- Self-management and organizational skills demonstrated through deliverables and set objectives.
- Be the “voice of Finance” in the business to inform and educate the wider team around the importance of financial discipline, control mechanisms and choices.
- Exceptional communication skills to demystify finance for non-financial staff.
- Strong problem solver with attention to detail.
- High integrity and openness combined with commitment to good governance.
- Have an excellent understanding of business environments including private and public sector, SME, NHS contracting and social enterprise.
- Good analytical and interpretation skills.
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success.

This job description will be subject to periodic review.