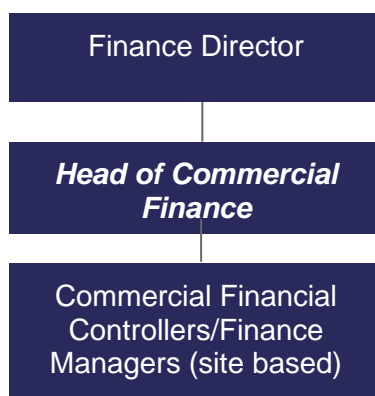


JOB DESCRIPTION

Position Title	Head of Commercial Finance	Department	Finance
Generic Job Title	Head of Finance	Segment	Health & Care
Team Band	G1	Location	Flexible
Reports to	Finance Director	Office / Unit name	Flexible

ORGANISATION STRUCTURE



Job Purpose

- The post holder will be responsible for all aspects of commercial decision support and financial control within the Health & Care segment supporting PFI contracts, NHS sites, Private Healthcare and Retail.

Accountabilities or “what you have to do”

- Provide expert financial and commercial advice to operational management within remit
- Take an active role in supporting the CEO and FD in client negotiations and proposals for new and existing contracts. As needed develop good working relationships with the senior finance managers of key clients
- Financial support for central projects and initiatives, including the production and circulation of accurate MI
- To work with management to scope, instigate and deliver initiatives that will drive financial performance
- Ensuring timely collection of debt

- Deliver strong management review and control process with CEO, FD and Operations Directors. This process will need to actively engage functional specialists such as purchasing managers, business development managers and the Clients for Life executives (client retention experts)
- Overall control and responsibility of all management accounts within remit
- To supervise and manage staff in the finance team under remit, conduct appraisals and engage in implementation of effective succession planning
- Maintain a robust forecasting process across the remit, identifying issues and opportunities and ensuring that the CEO and Operations Directors have plans in place to address them
- Work under the lead of the FD, manage the annual budget process for the remit; create and administer budgets that accurately forecast sales, capital, overhead and expenses. Ensure that budget and forecast processes properly engage and involve Operations Directors, but also provide robust and fact-based challenge to ensure that units are properly targeted. Ensure budgets and physical delivery plans for change initiatives are joined up. Monitor effectiveness of delivery and report on implementation with recommendations for corrective actions as needed
- Work closely with direct reports within remit to ensure that performance issues are fully understood in detail and addressed
- Uphold ethical standards and ensure financial control environment is properly implemented within remit, especially around key balance sheet accounts (e.g. WIP, trading prepayments, sales accruals), cash, stock and cost control
- Work with the central bid team, take a lead in the planning and evaluation of new business opportunities and ensuring that they mobilise correctly and efficiently
- Complete post investment reviews for new contracts and significant investments, highlighting issues and ensure we learn the lessons from them

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Delivers the profit and cash flow required by the agreed budget and forecast for remit
- Delivers tangible profit improvement through successful and sustained implementation of project initiatives
- Maintains a robust and accurate balance sheet
- Rapidly gains respect of senior operational managers through application of knowledge and experience
- Is able to engender operational buy-in and compliance to drive performance improvement
- New contracts and investments deliver the benefits expected from them
- Best practice is developed across all sites within remit and is implemented

Dimensions

Financial	Remit approx. £90m (sales); approx. £12m (GP)
Other	Develop strong relationships with key stakeholders; actual sites totalling approx. 10; approx. 5 direct reports

Skills, Knowledge and Experience

- Qualified accountant (ACA, ACCA, CIMA) with minimum 3 years PQE

- Experience of management accounts
- Systems experience (SAP, Excel, Word)
- Ability to work to tight deadlines
- Able to work flexibly to accommodate changing work priorities
- Strong commercial acumen, willing and able to challenge accepted practices and processes
- Outstanding track record in influencing decision making within a business and improving performance with substantial positive profit impact
- Substantial analytical skills able to understand complex performance issues and advise and able to prioritise action plans to resolve
- Client (Customer) and / or supplier contact evidenced by the ability to make and influence profit material decisions on behalf the business
- Exposure to range of investment appraisal techniques and a thorough understanding of how to assess project risk is a distinct advantage
- Strong interpersonal and influencing skills for managing senior level relationships and difficult performance management conversations
- The ability to combine strategic and analytical perspectives with a pragmatic approach. Also the ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities

Contextual or other information

- Some potential travel to various sites, which are nationwide
- Some potential unsocial hours to meet deadlines

Version	V1	Date	December 2022
Document owner	Health & Care FD		

Signed by employee: _____

Print name: _____