A logo of a health care company

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**HAMBLE VALLEY HEALTH**

Recruitment of Finance Manager

Recruitment Pack

Finance Manager Vacancy

Thank you for your interest in this position. Enclosed is the information you will require to assist you in applying for the role.

To apply please can you submit your CV with a covering letter.

With respect, please no agencies.

Applications should be e-mailed to [hiowicb-hsi.hemcrecruit@nhs.net](mailto:hiowicb-hsi.hemcrecruit@nhs.net)

**Our closing date is 28th February 2025, but we will be interviewing as applications are received and will close and interview early if we have sufficient interest, so please submit your application asap.**

For an informal discussion please contact our Practice Management team Jennie Dock, Yvette Quayle or Leah Grandison on 01489 785 722.

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**Welcome Letter from the Practice**

Dear Applicant

**Finance Manager**

Thank you for your interest in joining the team at Hamble Valley Health.

The Practice is committed to delivering high quality patient care which requires us to have a supportive and cohesive team. Our current Finance Manager retires from the Practice in May, and we are looking for someone to work full time (37.5 hours) across 5 days. Ideally the post holder would start before the retirement to allow a robust handover. The salary will be commensurate with experience.

We are ideally looking for someone with experience in Finance in Primary Care, but we would consider an aligned role, or someone with significant finance, pension and payroll experience outside of the NHS.

If you are looking for a new role, we very much look forward to receiving your application.

The Partners

Hamble Valley Health

**The Practice**

Blackthorn Health Centre and Hedge End Medical Centre have merged and are now known as Hamble Valley Health. We have three sites: Blackthorn Health Centre in Hamble, Hedge End Medical Centre, and the ESP Primary Care Hub at the Lowford Centre.

Our list size is over 37000, and our patients are mainly concentrated in Hamble, Bursledon, Hedge End and Botley. Our aim is to provide high quality, accessible medical care to our patients, whilst maintaining a supportive and pleasant working environment for clinicians and staff.

We are part of Hampshire and Isle of Wight ICB, and offer General Medical Services to our patients.

We are a training practice, and take registrar doctors.

The practice has eight Partners. The current Partnership team is Dr Tomson, Dr Harris, Dr Cropley, Dr Graham, Dr Sonpal, Dr Shahsavanpour, Dr Yates and Dr McKenzie.

We employ sixteen salaried GPs, an ACP team of seven, three Visiting Paramedics, a Nursing team of fifteen, and a reception/admin team of seventy.

The practice uses Emis as a clinical system. We are paper light, so scan all incoming correspondence onto patient’s medical records.

**FINANCE MANAGER JOB DESCRIPTION**

**JOB TITLE** Finance Manager

**ACCOUNTABLE TO:** Management

**HOURLY RATE:** Salary dependent on experience

**HOURS:** Full time

**Job role**

The aim of the role is to provide a full financial accounting and reporting service ensuring timely management information is produced. The role will involve supporting the senior practice manager to include month end reporting and management accounts production, budgeting and forecasting, balance sheet reconciliations and undertaking financial project work and undertaking viability exercises for new opportunities.

You will support and develop the finance team and have the opportunity to line manage. You will also closely support budget holders with varying degrees of financial acumen and therefore your ability to communicate financial performance compared to budget to colleagues from a non-financial background will be paramount. Depending on the needs of the business your role may place more emphasis on one or more of the duties above, but you will be required to have knowledge of all.

The post holder will support all divisions of the business. The post holder will be the finance lead for the PCN as required.

The post will also be required to work alongside the Senior Practice Manager in developing the financial reporting system and processes, ensuring appropriate controls are in place.

**Main Duties**

Month End Reporting

To ensure all transaction processing is accurate, complete and timely - raising journals and accruals/prepayments/provisions as appropriate.

Oversee completion of monthly management accounts in line with deadlines

Review/calculation of monthly income recognition ensuring accuracy of deferring or accruing income as necessary.

Assisting team with production of monthly management accounts.

Reviewing overheads against budgets/forecasts.

Reviewing salary costs against budgets/forecasts.

Conducting balance sheet reviews and preparing balance sheet reconciliations.

Correctly accounting for fixed assets.

Conduct variance analysis against budgets, forecasts & prior year information and then providing commentary to explain reasons.

Assisting the Senior Practice Manager in producing the month end reporting pack for the Board of Directors

Assisting/reviewing contract/site level reporting packs for budget holders, regional managers and divisional leads

**Budgeting & Forecasting**

Produce a detailed budget on an annual basis.

Working with budget holders for the PCN within the post holders remit in order to produce a detailed (budget) reforecast at the half-way stage on an annual basis.

Maintaining a working/live P&L forecasting model for each PCN practice which is constantly updated to reflect new information as it becomes known and also to reflect actual costs as these are produced on a monthly basis.

Providing input into the monthly cashflow forecasting exercise for the PCN within the post holders remit

Maintaining a staff model for the PCN to ensure accurate staff cost forecasts

Maintaining records such as customers, asset registers, risk registers, chart of accounts.

**Relationships**

Assist with requests for evidence from external auditors.

Liaise with internal and external stakeholders including NHS Pension Authority and NHS Property Services

Work unsupervised when necessary whilst recognising the need to refer to others for support/guidance when required.

To work effectively as part of a team.

Communicate clearly and in a manner consistent with the individuals level of understanding.

Other duties

Assisting with the year end audit process

Finance support for tenders, including completion of models

Input in to the production of business cases and business development.

Financial modelling.

Producing ad-hoc reports and dealing with requests from the Senior Management Team & Board of Directors

Monthly review of debtor balances and recovery of aged debts.

Supporting and developing junior members of the team, reviewing work as appropriate

This Job Description will be reviewed periodically and may be amended according to the requirement of health care policies and job requirements. It is intended as a guide to the range of duties covered and should not be regarded as an inflexible specification and is not intended to be exhaustive.

### Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

**Role Experience, Knowledge and Skills Profile**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Headings** | **Essential Criteria** | **Desirable Criteria** |
| Qualifications training required/ specialist knowledge | 5 GCSEs at Grade A to C or equivalent including Maths and English | CCAB diploma level qualification or equivalent  Evidence of continued professional development  Educated to degree level  AAT qualified  CCAB qualified accountant |
| Previous or relevant experience necessary | Knowledge of IT applications particularly Microsoft Office packages  Experience of management accounts and budget preparation  Knowledge of Accounting Standards  Experience of costing/pricing, variance analysis, financial reporting and forecasting.  Evidence of sound communication skills with non-financial managers on financial issues  Experience of calculating contract tenders and bids  Experience of presenting information in numerous formats  Experience of financial modelling  Experience of day-to-day interaction with Budget holders  Experience of working within a finance team within a busy office environment. | Experience of working in EMIS  Experience of searches in EMIS  Experience of CQRS  Experience with NHS Pensions  Experience of PCSE  In depth knowledge of NHS finances  Experience of using Quickbooks  Experience of working with an accountant |
| Aptitudes and skills required | Flexible and proactive approach to work  Can do attitude  Team player  Calm and friendly personality  High energy levels and commitment  Approach challenges in an open, constructive, professional manner  Ethical and honest  Professional demeanour  Discreet and confidential  Innovative and proactive with a solution orientated approach  Organised, methodical and disciplined  Demonstrable ability to maintain accuracy at all times  Able to communicate in a professional manner both verbal and written  Able to manage high volume workload and respond effectively to changing priorities without direct supervision  Develop strong working relationships with internal and external stakeholders  Excellent time management skills  Ability to maintain clear focus under pressure  Solid computer literacy and a high level of proficiency with Microsoft Excel and Word  Able to work in a busy office environment that often demands high levels of concentration, while coping with frequent interruptions  Logical and systematic in work processes  Skills for manipulating information  Demonstrates clear problem-solving capabilities in pressurised situations  Good analytical ability | Willingness to learn and develop  Prepared to undertake further studies to obtain accountancy qualifications  Skills for manipulating information  Computer literate with an advanced working knowledge of Microsoft Excel and Word.  Ability to provide training, performance coaching and feedback to staff. |

**KEY DATES**

Closing date for completed applications is 28th February 2025, although the advert may close earlier as we will interview as we receive applications.