



DALRIADA URGENT CARE

JOB DESCRIPTION

<u>TITLE</u>	FINANCE MANAGER - PERMANENT
<u>SALARY</u>	£56,164 - £65,262 (Band 8B equivalent)
<u>RESPONSIBLE TO</u>	Chief Executive
<u>REPORTS TO</u>	Chief Executive
<u>HOURS</u>	Full-time, 37.5 hours per week 9.00am – 5.00pm (Mon-Fri) Flexible working policy Flexible – Out of hours (if required)
<u>LOCATION</u>	Ballymena
<u>ANNUAL LEAVE</u>	27 days per year plus statutory holidays (increasing to 29 days with 5 years' service; up to a maximum of 40 days).
<u>PENSION</u>	22.5% Employer Pension Contribution. HSC Pension member

JOB SUMMARY

The post holder will be responsible to Chief Executive for the provision of specialist business and financial information and advice to Clinical Directors.

The post holder will be responsible for and lead on the financial management advice and monitoring to achieve financial balance whilst meeting all other key commitments. This will specifically include the reporting and evaluation of financial performance and associated non-financial indicators, evaluation and monitoring of plans for change or improvement and design of processes to evaluate and solve complex problems issues in relation to financial reporting, business cases and financial forecast and costings to support business decisions.

The post holder will be responsible for the annual budget setting process, production of monthly financial performance information, monthly reporting of financial performance to the SPPG within an agreed timetable. The post holder will be responsible and lead all financial plans.



The post holder will be responsible for the maintenance of the corporate financial systems including the budgetary control system to include data storage and reporting, reconciliations, controls, procedures and governance.

The post holder will be required to work closely with a number of stakeholders both internal and external across the public, private and voluntary sectors.

The post holder will be responsible for and the line manager for a small team of 11.

The post holder will deputise for the Chief Executive as and when required, including representation at regional, internal and external meetings.

Although predominantly a finance role, the post holder will also support the Chief Executive in other areas, including human resources, business continuity and contingency planning, health and safety and risk management.

DUTIES AND RESPONSIBILITIES

Financial Planning, Reporting and Monitoring

- Implement and oversee systems for the efficient and effective processing of all financial transactions.
- Oversee the maintenance of and development of accounting and banking control systems.
- Implement, monitor and evaluate internal finance policies and procedures in line with current and future legislative requirements.
- Implement the annual budgeting process, the reconciliation of key account controls and the preparation of management accounts.
- Ensure timely submission of claims to funding bodies.
- Prepare monthly reports on financial performance for SPPG.
- Manage payroll and all relevant submissions to HMRC and HSC Pensions.
- Manage the organisation's cash flow.
- Draft business cases and other business plans.
- Oversee expenditure on individual projects and reporting on the organisation's wider budgetary expenditure.
- Oversee procurement processes.
- Provide accurate and relevant management information and reports as required.



- Lead the completion of year end accounts / liaise with external audit.
- Provide line management and support to a small team of staff.

Human Resources

- Develop and manage delivery of annual human resources and workforce planning.
- Assist in managing recruitment processes and other personnel/Human Resources related reporting.

Other duties

- Management of the organisation's GDPR compliance including designation as the Data Protection Officer.
- Assist with the management of the organisation's corporate governance framework including working on business continuity plans, the organisation's Data Protection/GDPR arrangements, and risk register.
- Management of the organisation's corporate insurance to ensure adequate cover is in place.
- Undertaking any other duties whenever reasonably required by the Clinical Directors or the Chief Executive.

This job description is intended to be an outline of the job as it is currently seen and may be subject to review in light of the changing needs of the service. It is not intended to be rigid or inflexible, but should be regarded as providing guidelines within which the post holder will work. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.



PERSONNEL SPECIFICATION

<u>JOB TITLE AND BAND</u>	Finance Manager, Band 8B equivalent
<u>SALARY</u>	£56,164 - £65,262 per annum
<u>HOURS</u>	Full-time, 37.5 hours per week 9.00am – 5.00pm (Mon-Fri)

ESSENTIAL

Experience

A minimum of 2 years' post qualifying experience in a senior management role;

A minimum of 2 years' experience of having managed teams of staff and be able to demonstrate a proven track record of achieving results through others;

Meeting a full range of key targets with evidence of having made significant improvements;

Worked with a diverse range of stakeholders, both internal and external to the organisation, to achieve successful outcomes for a minimum of 2 years;

Successfully demonstrated high level people management, governance, leadership and organisational skills for a minimum of 2 years

Qualifications/ Registration

Full membership of one of the five professional accounting institutes within the CCAB, or CIMA.

Skills / Abilities

Have working knowledge of financial systems.

IT Literacy (proficient in MS Word, Excel, Powerpoint, etc)

Knowledge

Knowledge and understanding of business cases and value for money within Health and Social Care.

As part of the Recruitment & Selection process it is necessary for The Organisation to carry out an Enhanced Disclosure Check through AccessNI before any appointment to this post can be confirmed. Dalriada Urgent Care adheres to the AccessNI Code of Practice.

To access a copy of the AccessNI Code of Practice, please [Click here](#).



THE ORGANISATION IS AN EQUAL OPPORTUNITIES EMPLOYER

Successful applicants:

Can expect to be placed at the minimum point of the pay scale, although a higher starting salary, within the range of the pay band may be available if the person appointed has experience relevant & equivalent to the post.

Please note that the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.