

Job Description

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| Job Title: | Finance Manager |
| Location: | Head Office with option for hybrid working |
| Direct reports: | Purchase Ledger Clerk Sales Ledger Clerk |

Main Purpose of the Post

The Finance Manager is the senior in-house finance professional responsible for the organisation's day-to-day financial management. The role ensures robust financial controls, accurate and timely reporting, and full compliance with statutory and sector-specific requirements.

Working closely with the Executive Management Team and Operational Managers, the Finance Manager provides reliable financial insight to support high-quality service delivery, informed decision-making, and sustainable growth, while leading the transactional finance function and overseeing effective financial systems, management accounts, and governance.

The role provides leadership to the transactional finance function, ensuring purchase ledger and sales ledger activities are delivered accurately, efficiently and in line with organisational controls and governance requirements.

Duties and Key Responsibilities

Financial Management and Reporting

- Prepare timely and accurate financial management information including regular management accounts, variance analysis, forecasts with supporting commentary for review by the Executive Management Team (EMT).
- Support the EMT in producing appropriate financial reporting for presentation to the Board of Trustees.
- Produce financial reports for the EMT, as and when necessary.

Budgeting, Forecasting and Decision Support

- Provide financial analysis and modelling to support service delivery, workforce planning, tenders and growth decisions.
- Lead the annual budgeting and rolling forecasting process in collaboration with budget holders.
- Support stakeholders, including budget holders and operational managers to understand financial performance, cost pressures and financial risks within their services.

Financial Controls, Compliance and Governance

- Support the review, implementation and embedment of finance systems and procedures, driving digital transformation, strong financial controls and continuous improvement.
- Ensure financial systems and processes are fit for purpose, well controlled and fully embedded, with appropriate documentation, training and user adoption.
- Maintain robust financial control and ensure adherence to internal financial policies and procedures.

- Ensure compliance with HMRC, Companies House filings and sector specific regulations.
- Support CQC financial sustainability and viability requirements.
- Prepare audit schedules and act as the primary liaison with the external audit company.

Finance Systems, Digital Transformation and Change Management

- Support finance systems reviews and improvement initiatives, including the implementation and embedment of new or upgraded digital finance solutions.
- Act as the dedicated finance lead for systems change, ensuring effective planning, testing, data integrity and transition.
- Manage the people and process aspects of change, ensuring stakeholders are supported through clear communication, training and engagement.
- Ensure new systems and processes are fully embedded into day-to-day operations, with clear ownership, controls and reporting.
- Work collaboratively with internal teams and external providers to deliver sustainable, value for money digital improvements.

Income and Contract Management

- Oversee invoicing and income reconciliation across Local Authority, NHS, private pay and other funding streams.
- Monitor aged debt.
- Ensure income is billed accurately and in line with contractual and framework arrangements.

Expenditure and Cash Flow Management

- Oversee purchase ledger processes, supplier payments and expense controls.
- Monitor and manage cash flow, producing forecasts and identifying risks and mitigations.
- Support value for money and procurement decisions.

Payroll Support

- Support payroll processing as and when necessary to ensure accuracy and compliance.
- Ensure correct processing of pensions, statutory payments and payroll reconciliations.
- Support workforce cost analysis, as and when requested by the Head of People, Culture and Finance.

Leadership and Collaboration

- Line manage the Purchase Ledger Clerk and Sales Ledger Clerk, ensuring accurate processing, clear priorities, and effective workload management.
- Provide supervision, training and performance management of the finance transactional team.
- Ensure robust controls and segregation of duties across purchase ledger, sales ledger and cash handling activities.
- Act as a Finance Business Partner to operational managers, translating financial data into practical insight.

- Foster a collaborative working relationship between finance and the wider organisation.

General Responsibilities

Compliance and Governance

- Comply with all organisational policies, procedures and codes of conduct.
- Adhere to relevant legislation, regulatory standards, and best practice guidance.
- Maintain accurate records and documentation in line with data protection requirements (UK GDPR).
- Support internal and external audit, inspection and assurance processes.

Safeguarding, Health and Safety

- Promote and uphold safeguarding principles and report concerns in line with policy.
- Take reasonable care of own health and safety and that of others.
- Comply with health and safety policies, risk assessments and incident reporting requirements.

Equality, Diversity and Inclusion

- Promote equality, diversity and inclusion in all aspects of work.
- Treat colleagues, customers and stakeholders with dignity and respect.
- Challenge discrimination and inappropriate behaviour.

Confidentiality and Information Governance

- Maintain strict confidentiality of organisational, customer and employee information.
- Use information systems responsibly and securely.
- Ensure compliance with confidentiality and information governance policies.

Professional Conduct and Development

- Act in a professional, ethical and responsible manner at all times.
- Engage in supervision, appraisal and continuous professional development.
- Keep skills and knowledge up to date to meet role and service requirements.

Communication and Team Working

- Communicate effectively with colleagues, managers and external partners.
- Work collaboratively as part of multidisciplinary and cross-functional teams.
- Contribute positively to team meetings and organisational initiatives.

Quality Improvements and Organisational Development

- Contribute to service improvement, innovation and change initiatives.
- Identify and suggest improvements to systems, processes and ways of working.
- Support organisational objectives and strategic priorities.

Flexibility and Additional Duties

- Work flexibly to meet service needs, including occasional changes to days, hours or duties.

- Undertake other reasonable duties consistent with the level and purpose of the role.

This job description is not exhaustive and may be reviewed and amended in line with the needs of the organisation.

| Person Specification | | |
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| Criteria | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> • Professional accounting qualification, e.g. ACCA, CIMA, ACA (or equivalent) or willing to undertake or qualified by experience (QBE) | <ul style="list-style-type: none"> • Relevant continuing professional development. |
| Experience | <ul style="list-style-type: none"> • Proven experience as a Finance Manager or Management Accountant role. • Strong technical accounting, financial management and reporting experience. • Experience of preparing audit or statutory accounts. • Strong analytical and logical problem solving skills, particularly in relation to reconciliation of figures. • Experience leading or supporting the review, implementation and embedment of finance systems or process change. | <ul style="list-style-type: none"> • Previous experience of working within a health, social care or other regulated service environment • Previous experience or working within the charitable sector. • Experience of finance system implementation, digital transformation or managing change within a finance function. |
| Skills/ Knowledge | <ul style="list-style-type: none"> • Excellent attention to detail • Computer literacy with good knowledge of Microsoft packages, particularly Excel. • Good communication skills, both written and verbal. • Ability to work under pressure and to tight timescales. • High level of numeracy and accuracy. • Ability to analyse complex information, problem solve and communicate findings affectively. • Ability to build and maintain a professional relationship with all levels of the organisation. • Ability to interrogate and reconcile financial information. • Understanding of finance systems, data flows and process design. • Ability to lead and manage change, ensuring effective system adoption and continuous improvement. | <ul style="list-style-type: none"> • Knowledge of the Charity SORP regulations and an understanding of how to apply them. • Experience of working with external auditors or outsourced finance providers. • Confidence working with internal and external stakeholders during periods of digital or process transformation. |

| Behavioural Competencies | |
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| Puts people at the centre of everything they do | <ul style="list-style-type: none"> • Uses financial insight to support, safe, high quality care and workforce sustainability. • Works constructively with operational managers, recognising service pressures and care priorities. • Balances financial control with compassion, fairness and proportionality. |
| Earns trust through their actions | <ul style="list-style-type: none"> • Takes full accountability for financial management, reporting, governance and controls. • Ensures financial information is accurate, timely, transparent and audit ready. • Acts with integrity, escalating risks, errors or control weaknesses promptly and openly. |
| Works closely with our communities | <ul style="list-style-type: none"> • Understands the funding, commissioning and regulatory context of health and social care. • Ensures income, expenditure and reporting reflect contractual and public accountability requirements. • Supports financial sustainability in a way that protects services for people and communities. |
| Collaborates to make a difference | <ul style="list-style-type: none"> • Acts as a Finance Business Partner, translating financial data into meaningful insight. • Builds strong working relationships with the Executive Management Team and Operational Managers. • Leads and supports the transactional finance team to deliver shared objectives. |
| Aims high and leads by example | <ul style="list-style-type: none"> • Sets high standards for accuracy, professionalism, compliance and ethical practice. • Leads with resilience and sound judgement during audits, month end and periods of change. • Drives continuous improvement and digital maturity in finance systems and processes, leading change confidently and embedding improvements into everyday practice. |

By signing below you are agreeing to undertake your employment with SCA in adherence with this job description.

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| Job Holder's Name: | |
| Job Holder's Signature: | |
| Date: | |

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|---------------------------|--|
| Line Manager's Name: | |
| Line Manager's Signature: | |
| Date: | |