

Southend Care Ltd

Role Description

Job Title:	Head of Finance
Salary :	£65,000 - £70,000 depending on experience
Responsible to :	Director of Corporate Services

Main Purpose of the Role

- To be the Finance lead ensuring the Company’s financial position is closely monitored, reported and any risks or opportunities highlighted.
- Lead and coordinate the production of the Annual Statement of Accounts.
- To input into the development of the Business Plan, and lead on translating this into a defined financial plan for service delivery.
- Lead a finance team to ensure the effective delivery of financial processes, and to deliver the direct payments managed accounts and direct payments payroll in line with contractual requirements
- To work with the Senior Management Team and Manager to ensure an embedded practise of excellent financial management and commercial awareness is applied across the company.

Responsibilities of the Role

- Monthly financial monitoring of the care company and its service within, including any subsidiary companies, reporting spend variances to budget and reasons for why.
- Efficiently manage the day-to-day operation of the service, providing leadership, development and oversight of the finance team
- Financial reporting and writing through to attending Southend Care Limited (SCL) Board to present financial information
- Annual financial business plan maintenance with constant updating due to new opportunities or any risks that may arise.
- Support the company to continue to work with the Council on current and any potential service specifications including full consideration of financial implications within.
- Prepare the statutory accounts – Profit & Loss and Balance Sheet
- Undertake commercial and future business financial modelling always ensuring risk and opportunity is properly assessed through effective financial risk management and accountability for the finance risk register.

- To lead on the financial modelling of further business opportunities and re-shaping of existing service provision where required working with the Senior Management Team in developing costings and the Teckal business.
- Incorporate the Financial considerations into any tender bid writing.
- Support the company to expand its private income generation, and therefore private services to be run.
- Support with the creation of any subsidiary companies, and subsidiary accounts ensure proper practise is adhered too.
- Lead on the development and implementation of finance systems
- Lead the coordination and support of the remaining back-office finance functions provided by the Council. i.e VAT returns, transactional bank clear down process, and cash management.
- Responsible for production of the year end accounts and audited (which must be completed by the end of May) to be consolidated in the Council's own group accounts.
- Complete the filing (or through a registered Auditor third party) of Audited year end accounts through to Companies House and any applicable corporation tax liabilities, for both the company and any subsidiary.
- Act as main point of contact with external auditors and coordinate the External Audit of the Accounts.
- Ensure the delivery of Direct Payment – Managed Accounts in line with the Service Specification
- Devise & lead on internal audit processes and act as key point of contact
- Continually improve the reporting and finance systems of the Company.
- Ensure the Financial Procedures of the Company is continually updated, and fits with the Council's own procedures and policies as an Local Authority Trading Company (LATC).
- Co-ordinate the completion of ONS reporting
- Ensure financial polices and procedures are up to date and adhere to appropriate financial regulations
- To forge productive relationships with commissioners and other key stakeholders.
- To build a financial infrastructure that supports the further commercial development of the company.
- Work with the Director of Corporate Services and oversee the implementation of Direct Payments Payroll
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company's values and behaviours

Person Specification

Attributes	Activity	Essential or Desirable	How evidenced
Qualifications or membership to a Registered Body	<ul style="list-style-type: none"> • Fully qualified CCAB Accountant 	E	A
Knowledge, Experience Skills and Abilities	<ul style="list-style-type: none"> • Experience at a Senior Finance level of working in a commercial or third sector setting. • Proven ability to be able to communicate in a clear concise manner and influence a range of stake holders. • Proven ability to prioritise and meet challenging deadlines. • Proven ability of managing a team • Proven ability of financial report writing, that is clear and concise, and advise of recommendations based on evidence provided. • Proven ability of coordinating year end accounts for an organisation. • Proven ability of Financial monitoring within an organisation. • Demonstrable drive and energy to deliver high quality services • Demonstrable solution focussed approach. • Demonstrable ability of reviewing/expanding growth in business, assessing both risk and opportunity. • Experience of Direct Payments • Experience of Payroll 	E E E E E E E E E E D D	A & I

Values <i>(Demonstrates the Company's Values and Behaviour i.e. the how)</i>	We are Caring always providing person centred care and support we would want for ourselves & loved ones.	E	
	We are Passionate- about care & having pride in being part of SCL	E	
	We are Diverse – inclusive, recognising diversity through celebrating differences	E	
	We are Empowering – enabling everyone to fulfil their potential, taking ownership & being accountable	E	
	We are Innovative – able to take on new challenges & seek solutions with a balanced care & commercial mind set	E	