

## JOB DESCRIPTION

Job Title:	Senior Finance Officer
Full Time Salary (37.5hrs):	£40,000
Responsible to:	Management Accountant

### Main Purpose of the Role

- To support the Management Accountant and the finance team to ensure accurate and efficient financial reporting and analysis to the Board and Senior Management Team.
- To work with the Directors, management accountant and finance team to ensure an embedded practice of excellent financial management and governance is applied and in line with Southend Care Ltd Financial Regulations.
- To act as key point of contact for contracts for Private residential and homecare customers, ensuring all financial documentation and checks have been completed

### Responsibilities of the Role

- To manage all company operational finance functions, including accounts payable / receivable and corporate accounts.
- To support the management accountant and Directors in the development of financial and government systems, policies and procedures that ensure the company complies with applicable codes and best practice standards in addition to legal and statutory requirements.
- To support in the management of the Finance Service Level Agreement with Southend city council
- To provide assistance to the Management Accountant on financial modelling relating to business changes and/or potential new business activities.
- To support in the annual external audit as required.
- Ensure the receiving, coding and processing Head Office purchase Invoices via Southend City Council to ensure the timely payment to our creditors
- Raising all debtor invoices in a timely manner and escalating any overdue invoices in line with the Debtors process
- Set up a clear Debtor process including standard letters and tracking process
- Arrange debtors invoicing for services on a monthly or ad hoc basis, including block contracts, 1:1 support, and ad hoc invoices
- Lead on ensuring debtors payments are collected and escalate any concerns to the management accountant
- Manage company bank account and amenities account ensuring up to date signatories
- Manage Business World financial authorisation and ensure subs are in place for service managers to avoid delays
- Update and monitor Debtors, producing a monthly report to update SMT and board, ensuring escalation of concerns to the management accountant

- Ensure clear governance is in place, and appropriate policies and procedures regularly reviewed and updated as required.
- Set up and maintain contract and supplier register, ensuring regular reviews of contacts and suppliers in line with procurement policy to ensure value for money
- Set up and maintain an Assets register
- To support the Finance Officer with direct payments – managed accounts where required.
- Work closely with Director of Operations and service manager to ensure correct funding via health /council or private contacts in line with agreed rates. Where additional charges such as one to one support, ensure clear authorisation is in place
- To lead on the contract arrangements for private clients, including meeting with the family/carers to ensure appropriate signing of documents, and financial evidence have been obtain prior to admission to the service
- Support in the development of a ‘can do’ culture within the finance team
- Being responsible for Head Office Petty Cash ensuring it is regularly reconciled and investigating and raising to the Business Manager any irregularities,
- Run the salary sacrifice scheme in respect of affordable tech and cycle to work.
- Authorise the weekly expenses (mileage) upload to Barclays
- Monitoring Internal Audit requirements (service user finances) and flagging any non-compliance/irregularities to the Business Manager.
- Assisting Service Managers with their queries/needs around Finance (invoice paying, invoice raising, petty cash, credit cards, banking), purchasing etc and offering advice and solutions
- Reconciling of the Credit Cards and point of contact for SCC for any queries relating to them.
- Point of contact for VAT coding queries from SCC.
- To lead on the death in service process in conjunction with the HR Team
- To undertake all duties in accordance with Southend Care Ltd Financial Regulations and working closely with finance colleagues
- To be familiar with Health and Safety procedures and good practice, and promote them in the workplace
- To be familiar with comments, compliments and complaints Policy and Procedure and good practice relating to this, and to implement this in all aspects of working practice and promote it in the team and workplace.
- Contribute to the overall aim and vision of Southend Care Ltd, and work in accordance with the company’s values and behaviours
- Responsible for petty cash

### **Work Environment**

- Primarily Brook Meadows House / Hybrid Working
- At times may be required to work in any service within Southend Care Services when services are in an emergency or as directed by the Director of Operations

### **Standard Phrases**

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples' health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.

### Person Specification

Attributes	Activity	Essential or Desirable
Qualifications or membership to a Registered Body	Literacy and numeracy equivalent to at least GCSE Grade C English and Maths	E
	Part/Fully qualified with an accounting body	D
Knowledge, Experience Skills and Abilities	Experience of working in a support role in a busy and fast-moving environment	E
	High level of accuracy and attention to detail	E
	Excellent decision making	E
	Pro-active and forward thinking	E
	Strong Administration skills	E
	Self-Motivated with ability to work on own initiative	E
	Strong I.T skills with working knowledge of all MS Applications with particular emphasis on Excel	E
	Confident at communicating with both internal departments and managers as well as external stakeholders	E
	Experience of working to deadlines	E
	Exemplary written and oral skills	E
	Experience of Finance with strong numerical skills	E
	Willingness to learn, develop and take on new challenges	E
	Confident at using and learning new I.T Systems	E
	Ability to create mail merge	D
	Report writing skills	E
Knowledge of Adult Social Care	D	
Experience of working in a finance department	E	
<b>Values</b>	<b>We are Caring</b> always providing person centred care and support we would want for ourselves & loved ones.	E

	<p><b>We are Passionate-</b> about care &amp; having pride in being part of SCL</p> <p><b>We are Diverse</b> – inclusive, recognising diversity through celebrating differences</p> <p><b>We are Empowering</b> – enabling everyone to fulfil their potential, taking ownership &amp; being accountable</p> <p><b>We are Innovative</b> – able to take on new challenges &amp; seek solutions with a balanced care &amp; commercial mind set</p>	
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