

JOB DESCRIPTION – Finance Manager

Responsible to: Head of Finance

Purpose of post: To work alongside Finance and wider Operations colleagues to ensure the smooth running and continued evolution of the Trust's finance function. To include preparation and review of management information, and business partnering with Operations and Home teams to support their financial management responsibilities.

Principal Responsibilities

General

- To support care homes in managing their financial responsibilities, including supplying relevant timely data to homes and operations teams; providing support and challenge; and monitoring and reporting on progress.
- Supporting in the preparation of management information, including monthly accounts and monitoring information, key performance indicators, and reforecasts.
- To provide reports and interrogate data as required by the Head of Finance, Operations teams, and senior management.
- Collaborate with the colleagues to ensure issues are resolved in a timely manner.
- Provide training and support to staff with finance responsibilities.
- Support in the maintenance and development of the finance system, including user access and work flow setup, reporting dashboard design and process improvements.
- To assist in the preparation of the year end accounts, the annual audit process, and budget setting, as well as other external reporting requirements.
- Complete day to day finance tasks, including direct debit collections, bank account maintenance, supplier payment approvals, credit card management, invoicing schedule set up, amongst others.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

Post holder's signature _____ Date _____

Line manager's signature _____ Date _____