

JOB DESCRIPTION	
Job title:	Financial Accounting Manager
Team/Department:	Finance
Location:	Main place of work Ashford
Hours of work:	37.5 hours per week
Job title the post holder will report to:	Chief Finance Officer
Job titles reporting to the post holder:	Financial Accounts x2, Finance Officer, Senior Purchase Ledger Administrator
Date the role profile was revised:	Aug 2024

JOB PURPOSE

As a member of the Finance Management Team the post is responsible to ensure the effective financial management and governance of the IC24 Group.

This role is responsible for:

- Supporting the Director of Finance to ensure the solvency of the Organisation and ensuring the Organisation is financially sustainable.
- Ensuring our underlying financial record keeping is managed in line with current legislation and financial reporting standards.
- Ensuring our monthly and year-end internal and external financial reporting is true and fair and timely.
- Ensure corporate policies and statutory obligations are adhered to, to ensure financial safeguarding.
- Maintaining excellent working relationships with all external bodies.

The above will be provided for all subsidiary companies.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Strategic

- As a member of the Finance Management Team, participate in the forward planning and the effective daily organisation and delivery of all financial activities.
- Responsible to promote a strong financial governance culture of continuous improvement within the organisation.
- To ensure suitable systems, process and policies are in place to ensure effective recording of assets and provision of accurate financial information.
- To deliver the effective financial management required to control all capital and revenue budgets, including the monitoring of cash.

Financial Accounting

- Lead the Financial Accounting function
- To ensure true and fair, timely financial reporting with a suitable level of detail for decision making.
- To ensure the procedures laid down in the organisations financial regulations are adhered to.
- Identify opportunities to improve financial and business systems and working processes including optimising the use of technology.
- Ensure income is charged per contract instruction.
- Manage the month-end close and adhere to the agreed timetable.
- Prepare monthly balance sheet.
- Prepare quarterly NHS Improvement returns.
- Manage the annual external audit process
- Be responsible for the integrity and completeness of the financial systems.
- Ensure all other financial statutory returns are completed accurately and on time
- Oversee completion of monthly balance sheet reconciliations
- Prepare cash flow forecasts
- Oversee the Sales ledger and Purchase ledger functions.
- Responsible for the preparation of VAT returns and the management of VAT within the group
- To oversee all tax calculations and interactions including the delivery of accurate annual accounts.
- Review and authorise electronic payments.
- Deputise when required for the Director of Finance.

External Relationships

- VAT advice and VAT returns.
- Liaising with the External Auditors and HMRC when necessary.
- Company's bank
- Financial systems software provider

Leadership and Management

- To work with colleagues within the department and the wider organisation to develop their knowledge and financial understanding and skills to benefit the organisation and the individual.
- People management responsibilities to lead, develop and motivate your team, by providing direction, identifying emerging issues and determining priorities.

Delivery of

- Ensure the organisation is compliant with internal and external financial policies and procedures.

Other Duties

- Any other functions as required from time to time as delegated by the Chief Finance Officer.

COMMUNICATION AND KEY WORKING RELATIONSHIPS

The post holder must be a highly skilled communicator with the ability to engage and build relationships internally and externally. They should be able to demonstrate excellent communication and interpersonal skills building and maintain good working relationships with stakeholders including the following:

- IC24 Board and Executive Team
- Finance Team
- Operational and Clinical management and other Central Service teams
- Commissioners
- Other health providers (including voluntary sector providers and social services)
- Regulators (NHSi, HMRC)
- Auditors (internal and external)
- Other stakeholders e.g suppliers

ENVIRONMENT

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.

Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

We are proud of our status as an NHS primary care social enterprise, and how we deliver social value to the communities we serve and contribute to the wider NHS plans to deliver carbon 'Net Zero' and sustainability. To find out more on this and to view our Social Impact Report, please click [here](#).

HEALTH AND SAFETY

The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

All Colleagues

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.

Managers

You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.

EQUALITY AND DIVERSITY

IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

INFORMATION GOVERNANCE

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information

Governance is a framework to enable IC24 to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

DISCLOSURE AND BARRING SERVICE CHECKS

IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.

This post has been assessed as requiring a basic DBS check.

REHABILITATION OF OFFENDERS ACT 1974

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.

This post has been assessed as not being exempt from the provisions of the Rehabilitation of Offenders Act 1974; therefore, the post holder is not required to disclose any spent convictions.

PERFORMANCE AND DEVELOPMENT REVIEW

This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

VARIATIONS

This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.

To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How identified
Qualifications and training	Fully qualified to either ICAEW/CPIFA/CIMA/ACCA qualified (or equivalent qualification).		Application, Certificates & Interview
Knowledge Skills and Abilities	<p>Hands on and proven track record of operating in a fast-moving environment.</p> <p>Excellent interpersonal, verbal and written communication skills with the ability to adapt their communication style.</p> <p>The ability to partner with colleagues internally and externally and build relationships.</p> <p>Confidence in presenting financial results and strategy to internal and external stakeholders</p> <p>Advanced MS Excel skills and excellent systems knowledge and experience.</p> <p>Excellent and demonstrable analytical skills.</p> <p>Strong people management skills</p> <p>Ability to prioritise workload and work to deadlines under pressure.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Ability to balance a view of the detail and the “bigger picture”.</p>	<p>Knowledge of local and national NHS issues or proven ability to learn about these detailed and complex issues.</p> <p>Proven track record of influencing managers at all levels of the organisation.</p> <p>Ability to partner with colleagues internally and externally and build relationships.</p>	Application & Interview
Experience	<p>Significant experience of staff management</p> <p>Significant experience within a</p>	3 years experience within a NHS trust or similar organisation.	Application & Interview

Requirements	Essential	Desirable	How identified
	<p>customer focused, fast moving, complex organisation</p> <p>Preparation of group accounts including intercompany adjustments</p>	<p>Experience of working within a similarly sized, large, complex organisation.</p> <p>Experience of working within the VAT partial-exemption rules.</p> <p>Breadth of experience from various sectors</p>	
<p>General</p>	<p>A flexible and adaptable approach with a willingness to work outside normal hours when required</p> <p>Demonstrates honesty and integrity in all matters</p> <p>Able to coach and influence colleagues at all levels</p> <p>An open approach to feedback and a willingness to learn.</p>		<p>Application & Interview</p>