

<b>JOB DESCRIPTION</b>	
<b>Job title:</b>	Management Accountant (Financial Business Partner)
<b>Team/Department:</b>	Finance
<b>Location:</b>	Main place of work Ashford
<b>Hours of work:</b>	37.5 hours per week
<b>Job title the post holder will report to:</b>	Director of Finance
<b>Job titles reporting to the post holder:</b>	None applicable
<b>Date the role profile was revised:</b>	April 2024
<p><b>JOB PURPOSE</b></p> <p>Our service is a business partnering approach in which we expect the Finance Department to go beyond transaction reporting to become true partners with our colleagues in the business.</p> <p>This role is responsible for:</p> <ul style="list-style-type: none"> <li>• Providing timely financial information and management advice to managers and clinicians to enable them to provide sustainable improvements in services for patients, within budget. This will involve improving decision-making by managers and clinicians through high quality financial information and advice.</li> <li>• Producing true and fair, timely, monthly management accounts including verbal, written and tabular reports for their current area of responsibility.</li> <li>• Partnering with business managers to influence a culture of financial control. This role is aligned to a business area or function. This is likely to rotate so we develop working relationships across the organisation.</li> <li>• Understanding the business and developing business acumen in the Organisation's managers and clinicians.</li> <li>• Planning and leading the annual budget setting process, monthly reporting and forecasting and ad-hoc costings, working in partnership with colleagues.</li> <li>• Working with operational managers to develop annual cost improvement/ efficiency plans</li> </ul>	
<p><b>KEY RESPONSIBILITIES AND ACCOUNTABILITIES</b></p> <p><b>Business Partner</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain close trusting relationships with managers and clinicians to influence their business decisions.</li> <li>• Lead colleagues in the Organization to develop a culture of financial responsibility, by working closely with our partners, building trusted relationships and increasing our presence in the localities.</li> </ul>	

- Provide proactive and tailored business advice to a range of business areas.
- Determine local priorities with partners and develop a local work program.
- Deputise when required for the Director of Finance.
- Working alongside operational managers to develop efficiency and cost improvement programs.

**Reporting**

- Designing and delivering management accounts for the organisation which are accurate and timely and easy to access and interpret.
- Providing analysis, insight and support for the business areas enabling them to make informed decisions and plans and see the progress that they have made.

**Developing Financial Responsibility**

- Lead the support and development of our managers in financial understanding, commercial acumen, negotiation, working within current legislation and within IC24's policies and procedures.
- Ensure control of financial approval against budget.
- Meet regularly with managers and clinicians to encourage necessary actions to be taken to reduce financial overspends and financial risks.

**Budgeting**

- Lead and develop managers to plan their budgets effectively, within agreed deadlines.
- Identify business opportunities and opportunities for cost reduction.
- Lead budget and cost pressures discussions in advance, so planning or appropriate action can be taken to remain on budget.
- Prepare budgets and forecasts.
- Budget presentations to the Executive Team and Board.

**Leadership and Management**

- Coach and support trainees and colleagues in their development, either as a manager or as part of informal learning.
- Coach colleagues on negotiation and influencing skills.
- Carry out training sessions for colleague to improve financial understanding.

**Other Duties**

- Optimise the use of technology and identify opportunities to improve working processes.
- Assist with ensuring that financial record keeping is managed in line with current legislation.

- Awareness of the role of the Financial Accountant, providing cross-cover support when required.
- Ad-hoc project work as and when required including carrying out support to the Finance Director as needed ( e.g. policy development, costings, assessments etc.)

## COMMUNICATION AND KEY WORKING RELATIONSHIPS

The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders including the following:

- IC24 Board and Executive Team
- Senior Management Team
- Operations, clinical teams and medical teams
- Commissioners
- Other health providers including voluntary sector providers and social services
- Other stakeholders
- Local patient participation groups

## 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.

### **Directors**

You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents.

## **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
<b>Qualifications and training</b>	Qualified Accountant - CIMA/ACCA qualified (or equivalent)		Application, Certificates & Interview
<b>Experience</b>	Experience of working within a similarly sized, large, complex organisation	<p>3 years' experience within an NHS trust or similar organisation</p> <p>Experience of delivering a business partnering approach</p> <p>Experience of working in a commercial environment within a customer-focussed organisation</p>	Application & Interview
<b>Practical skills</b>	<p>Knowledge of local and national NHS issues or proven ability to learn about 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 with them</p> <p>Confidence in creating and presenting financial results to internal and, if necessary, external stakeholders</p> <p>Ability to prioritise workload and work to deadlines under pressure</p>	Clear and concise style of writing	Application & Interview

Requirements	Essential	Desirable	How identified
	<p>Ability to work on own initiative and as part of a team</p> <p>Advanced MS Excel skills including V-look up and pivot tables and working knowledge of Microsoft Office</p> <p>Excellent financial systems knowledge and experience</p> <p>Excellent interpersonal, verbal and written communication skills with the ability to adapt their communication style</p>		
<b>General</b>	<p>A flexible and adaptable approach with a willingness to work outside normal hours</p> <p>Able to coach and influence colleagues at all levels</p> <p>A respected and credible business partner who focusses on finding solutions for their partners</p>		Application & Interview