

# **REQUIREMENTS OF THE JOB**

## **JOB DESCRIPTION – FINACE AND BUSINESS MANAGER**

Position:	Finance & Business Manager
Responsible to:	Board of Director

### **Purpose of Position**

1. To take joint responsibility with the responsible individual and care manager as the person-in-charge for the day-to-day financial and planning matters.
2. To promote the company various interest through its policies and commitment in a professional manner.
3. To liaise with various councils to make sure that invoices are as negotiated and meet our responsibilities

### **Principal Responsibilities**

1. providing and interpreting financial information;
2. business modelling and forecasting;
3. monitoring performance and efficiency;
4. analysing change and conducting risk assessment;
5. participating in strategic planning, and formulating long-term business plans;
6. researching and reporting on factors influencing business performance;
7. pricing and competitor analysis;
8. developing complex finance models;
9. assessing the financial implications of new or existing ventures;
10. conducting reviews and evaluations for cost-reduction opportunities;
11. preparing accounts and reconciling balance sheets;
12. overseeing budgetary control;
13. monitoring cash flow;
14. leading, or working on, projects;
15. liaising with other members of the team and across the business;
16. Supervising other staff.

4. Premises:

- a) Take responsible any malfunction of the heating, lighting or emergency systems and ensure the security of the premises
- b) To ensure that the fire regulations are complied with and advise the person-in-control if there are areas of risk
- c) To ensure that legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are complied with, and to advise accordingly where action is required

5. Finance:

- a) To be responsible for the monitoring and control of day-to-day expenditure.
- b) To prepare budgets and monthly cash flow reports for the Board of Directors and to ensure that adequate accounting and financial records systems are in operation

**Person specification – Essential Criteria**

The following qualities are essential for the post of Finance manager:

- a) At least two years' experience in senior management capacity within the previous five years
- b) A management qualification or care qualification equivalent to NVQ level 4
- c) Able to take responsibility
- d) Leadership skills
- e) Self motivated
- f) Organised
- g) Flexible
- h) Caring
- i) Sensitive to the needs of others and to the sick or infirm
- j) An active team player but also able to work on own initiative
- k) A good communicator
- l) Committed to high standards
- m) Committed to training.

All staff are required to respect the confidentiality of all matter that they might learn in the course of their employment. All staff are expected to respect the requirements under the **Data Protection Act 1998**.

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Hours of work:	Full time
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Signed: \_\_\_\_\_

Date: \_\_\_\_\_