**Job title:** **Group** **Financial Reporting Manager**

**Responsible to:**  **Financial Controller**

**Accountable to: Director of Finance**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Job Summary

As a pivotal member of the Finance team of the Care UK Group, the post holder will primarily be responsible for external stakeholder (banks and private equity investor) reporting and insight into the group’s results.

The post holder will also be expected to lead on matters of Group accounting policy; provide technical accounting support to the wider finance team; liaise with group auditors; and provide advice and support to senior management for decision making.

The post-holder will, on a regular basis, liaise directly with the Group CFO and Finance Director, as well as other senior management roles.

### Key Responsibilities

* Support the CFO and Finance Director, providing input into internal financial reports, external investor material, and financial information for a wide range of stakeholders
* Lead the process for the preparation of the monthly, quarterly and annual reporting to external stakeholders (banks and private equity investors), for the operating and property divisions of the group, providing insightful and commercial analysis and commentary
* To develop and further enhance management reporting, and ad hoc analysis, utilising the corporate reporting tool
* To support with the management of the annual audit process across the group, liaising and supporting the wider finance team, and reporting progress and issues to senior management
* To prepare accounting working papers and external audit support for key areas of accounting judgement and estimates impacting the group, for review and consideration by senior management and the auditors.
* Develop, document and communicate group accounting policies and procedures. Provision of training to team members as required
* Provide management and technical leadership to the wider finance team on the accounting policy within group entities ensuring accuracy and integrity of the financial records
* Prepare statutory financial statements for the group, including coordinating support from the wider finance team to deliver this
* Manage bank facility reporting and compliance processes; ensuring compliance with all obligations under the group banking facilities
* To prepare periodic reports to the Group’s Audit Committee on key accounting matters, and the effectiveness of internal controls, covering financial, operational & compliance controls
* To be a key point of contact with the Financial Planning and Analysis and Commercial teams during key processes, such as annual budget setting, and also for specific projects
* Flexibility to provide support to the wider finance team, as required to meet business needs, outside of delivering the core responsibilities of the role
* Work with the CFO, Finance Director or other members of senior management on ad hoc projects as required

**People management**

* The role has one direct report (Group Financial Accountant), however the successful candidate will be expected to provide guidance, support and leadership to the wider finance team. As a line manager you will be expected to develop and coach your direct report. You will be responsible for appraisal and objective setting that aligns with the priorities of the team and business.

**Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

##### Person specification

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | * ACA / ACCA qualified | * Degree Educated * Trained in practice |
| Experience | * Experience of external financial reporting UK GAAP, (FRS102) * Group consolidation knowledge and reporting process experience * Financial and management accounting in a corporate environment in a multi-site commercial business * Experience of financial and management accounting and analysis * Experience of working well under pressure and to tight deadlines * Project based or non-routine assignments | * Care sector |
| **Technical Skills** | * Strong analytical skills with the ability to understand a task as well as perform it * Commercially astute and able to review results systematically and analytically * Ability to demonstrate an exceptional standard of numeracy and literacy * Ability to demonstrate planning skills to manage time effectively and to meet objectives and deadlines * Good communication skills; the ability to explain complex financial concepts to non-finance professionals; the ability to summarise complex ideas or problems in a clear, concise manner * Ability to multi task and prioritise | * Advanced MS Excel to pivot tables / lookups * Experience of Agresso * Experience of Cognos TM1 * Experience of Caseware |
| **Personal Qualities** | * ‘Hands-on, can-do’ and proactive approach to work * Staff supervision or management skills with the ability to motivate and mentor team members * Ability to challenge the status quo and ensure continuous improvement * Excellent communicator with ability to communicate effectively at all levels; ability to build and maintain relationships with a wide range of personalities * Conscientious, high attention to detail with ability to see tasks through to completion and report back on results * Results and deadline driven; willingness to achieve * Flexible in approach * Confident in providing guidance and support to other colleagues and customers/stakeholders * Methodical, analytical and logical thinker * Professional approach, able to operate in an assertive manner * Able to maintain privacy and confidentiality * Commitment to personal development and the acquisition of new knowledge and skills |  |