**Job title: Commercial Manager**

**Responsible to: Commercial Controller**

**Accountable to: Director of Commercial Finance and Planning**

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**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

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## JOB SUMMARY

Provide commercial partnering and support to regional directors and their operational teams for a portfolio of 26 homes to be operated under a new management contract through insight, guidance and challenge to ensure business delivery.

### Key Responsibilities

* Business Partnering
  + Partner regional directors and their teams, providing commercial rigour to the business through guidance, support and challenge
  + Present key performance messages at operations meetings
* Budgeting, Forecasting and Management Reporting
  + Lead the budgeting and forecasting activity for multiple regions with reference to current risks and opportunities, individual site strategies and overall area targets
  + Support of the month end review process to ensure the production of accurate, well understood results
* Performance Management
  + Support the scoping and implementation of weekly or periodical key operational metrics to enhance the performance review framework
  + Identify performance risks and opportunities and support the planning and delivery of either mitigation / recovery or realisation
  + Guide commercial challenge in operational business reviews
* Decision Support
  + Provide insightful analysis and opinion to support key business decisions, and where necessary guide operational teams in the creation, and measurement, of more detailed plans
* Delivering Best Practice / Excellence
  + Drive business performance through the continuing commercial guidance and coaching of operational teams
  + Identify Best Practice and facilitate broader operational adoption

### 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.

I confirm I have read and understand this Job Description

Name of Postholder …………………………………..

Signature …………………………………..

Date …………………………………..

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| **PERSON SPECIFICATION** | | |
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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Qualified Accountant or relevant business experience | * Evidence of personal development |
| Experience | * Strong business partnering experience to senior stakeholders in a financial setting * Forecasting and budgeting * Dealing with both internal and external stakeholders * Experience of reviewing P & L performance, identifying opportunity to be more efficient and writing credible business cases * Presenting to wide audiences | * Health or social care sector * Multi-site environment |
| Technical Skills | * Strong Microsoft Excel skills * Financial modeling |  |
| Personal Qualities | * Excellent communicator on all levels * Ability to challenge where necessary * Influencing skills to achieve stakeholder buy in * Positive approach to work * Ability to organise a varied workload and able prioritise effectively * Results and deadline driven; desire to achieve and make a difference * High attention to detail, but able to context with ‘big picture’ awareness * Able to work effectively and collaboratively as part of a geographically diverse team * Effectively builds trust with a consistent approach between actions and words * Ability to take accountability and use initiative to resolve challenges where necessary * Ability to deliver excellent customer service |  |