



Candidate information

Finance Business Partner





Finance Business Partner

Thank you for your interest in the **Finance Business Partner** role here at 2gether Support Solutions. This is a great time to join us as we continue our journey to be recognised as an employer of choice in East Kent.

We want to recruit people who share our ambition and vision to deliver a high standard of service. We understand that our teams make an important difference to patients, visitors and clinical staff; and having the right people in the right roles is crucial to this.

Our in-house talent team look forward to receiving your application and I wish you the best of luck.

Jacqui Siggers, People Director

Our recruitment process





About 2gether Support Solutions

We were formed in 2018, by East Kent Hospitals University NHS Foundation Trust (EKHUFT), and provide total facilities management services along with a range of business support including procurement, medical engineering and capital build projects.

2gether Support Solutions employs over 1,300 people and our core customer is East Kent Hospitals, managing five hospitals over 210,000sqm of estate at:

- William Harvey Hospital in Ashford,
- Queen Elizabeth The Queen Mother Hospital in Margate,
- Buckland Hospital in Dover,
- Royal Victoria Hospital in Folkestone; and
- Kent and Canterbury Hospital in Canterbury.

Now is a really exciting time to join 2gether, as the company continues to play a key role in supporting local communities, staff and clinical care. Find out more about what we do by visiting www.2getherSupportSolutions.org





What we are all about



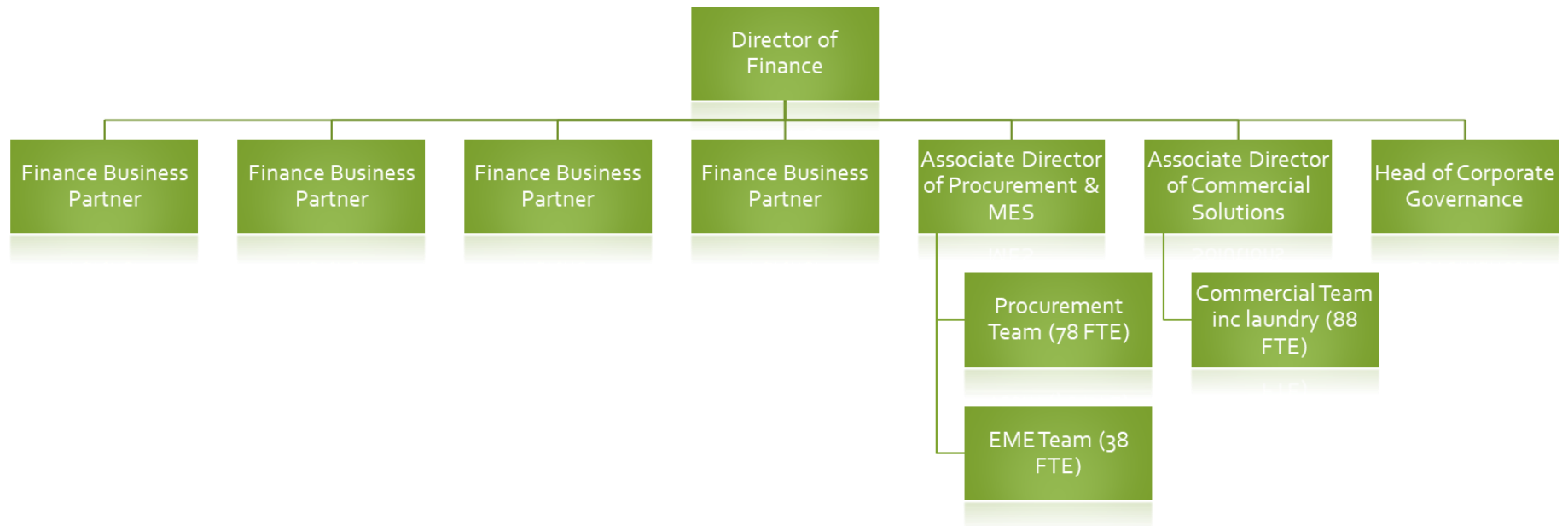
How to apply

Via our website: <https://2gethersupportsolutions.org/careers/>

By email: 2gether.recruitment@nhs.net



Organisation chart



Job Description

Role title: Finance Business Partner	Role reference: JD157	
<p>Summary of the role:</p> <p>The role of the Finance Business Partner is to act as a business partner for 2gether service areas whilst providing transactional support and ownership of the Management Accounts compilation in lieu of a separate functional team. This role will provide specialist strategic advice to the business and ensure best practice and deliver expertise in a cross-section of financial activities.</p> <p>The role of the business partner is to be focused on :</p> <ul style="list-style-type: none"> • Advice: Being integral to the management team, that divisions or departments are provided with sound business advice; • Resource planning: ensuring that strategic and operational plans are challenged, developed and meet both the short and long-term requirements of the company; • Financial monitoring: considering resource use and variances from plan across time horizons; • Forward thinking: ensuring that financial forecasts and modelling are developed and embedded into routine processes; • Financial Intelligence: providing leadership in the use of intelligence utilising a value add for efficiency, improvement and transformation of the services supported; • Options and decisions: supporting policy decisions and business cases with evidence-based financial information; • Financial governance: ensuring that risk management arrangements are effective and embedded; • Company: beyond the divisions / departments supported, financial risks and consequences are considered across the company in partnership with peers. <p>To efficiently and accurately lead on the financial management of the business and to assume a hands-on role with responsibility for the day-to-day financial operations of the company.</p>		<p>Reports to: Director of Finance</p> <p>Base / location: KCH, travel will be required to all East Kent Hospital sites.</p>

<p>Responsible for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records in conjunction with transactional service provider and a comprehensive set of control accounts designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards.</p> <p>A key requirement is to manage the financial relationship with the customers (EKHUFT currently being the major client) to ensure that they can gain assurance around the financial information provided to them around variable costs and the monthly submissions for consolidation in to the Trust's returns to NHSi.</p> <p>Build partnerships and maintain relationships with senior managers and their service areas.</p> <p>Must be able to deputise for the Director of Finance in their absence on finance related matters and attend leadership meetings if needed and any other ad hoc duties.</p> <p>Provide key support to the achievement of all financial targets. The post holder will be based within the Finance Department and will work mainly autonomously. However, as a senior member of the finance department will be required to lead on key financial initiatives and will report professionally and managerially to the Director of Finance.</p>	
Key responsibilities	Working relationships & contacts
<p>Being a lead member of the divisional/departmental leadership team and is responsible for financial management and budget strategy of their division/department(s). Will work alongside the divisional management in the business and performance management, actively contributing to performance review and highlighting early any financial issues which need to be addressed.</p> <p>Implementing Group and Company financial policies and procedures, proposing changes where required and interpreting the policy for local implementation. Uses influence within the division to ensure others follow financial policies and procedures. Developing and implementing effective</p>	<p>Internal :</p> <ul style="list-style-type: none"> ▪ Director of Finance ▪ Management Board Members ▪ Heads of Service ▪ Operational Managers <p>External</p> <ul style="list-style-type: none"> ▪ Customer Finance Team ▪ Group Finance Team ▪ External Auditors ▪ Internal Auditors

<p>financial policies and procedures to ensure the Company remains financially viable, minimises financial risk and maximises use of resources.</p> <p>Responsible for ensuring that the division/department operates within an appropriate Financial Control environment, aligning systems and processes with relevant legislation, policies and other appropriate guidelines. Ensuring that the division's financial activities and systems are in line with corporate policies and procedures and meet the highest standards of stewardship and probity to comply with corporate governance requirements.</p> <p>Ensuring the integrity of financial ledgers for the division/department(s). Ensuring the financial sustainability of their division, supporting and driving the identification, management and working with divisional management to enable the delivery of cost improvement initiatives.</p> <p>Management and provision of professional financial support, advice and information to enable managers and leaders to effectively and proactively manage their respective budgets and finances to ensure the achievement of financial targets, thereby contributing to the Company's statutory financial duties.</p> <p>Ensure the effective operation of processes relating to the negotiation and performance management of Service Level Agreements. Responsible for the performance monitoring and delivery of high quality reporting of information for the purposes of contracting, commissioning, planning and general management within the division/department(s). Contributing to the positive culture, governance and control arrangements of the Department.</p> <p>Advise and assists the Director of Finance in the development of accounting, budgeting and reporting systems, strategies and plans. Supporting the Director of Finance in determining the company's short and medium term Financial Strategy (for their division/department(s)) and responsible for the production of resultant Financial Plans, including the three-year plan, through in-year monitoring and efficient reporting.</p> <p>Divisional/departmental Finance Duties</p>	<ul style="list-style-type: none"> ▪ East Kent Finance Consortium ▪ HMRC and any relevant professional bodies required ▪ Suppliers <p>Performance measures and key performance indicators (KPIs) (If required)</p>
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Responsible for the overall management and performance of the financial function within the division/department(s).

Taking the lead responsibility for the co-ordination, monitoring and review of Finance activities, to optimise use of resources, ensuring the activities of the division/department are completed to a high professional standard and agreed deadlines that will enable the Management Board / Company Board to meet its statutory financial and other reporting deadlines.

Responsible for implementing financial and accounting policies and procedures. Making arrangements that these are held and understood by appropriate members of staff, in order to maintain an environment that promotes optimum standards of professionalism and financial control.

Supporting the achievement of all financial targets by ensuring an appropriate performance management framework is in place, identifying and reporting relevant issues and projected variances and advising on potential corrective courses of action.

Ensuring that reporting is based on future trends and projections based on sound evidence rather than focused on backward-looking reporting.

Lead and support the divisional/departmental leadership team and other senior managers in the delivery of new and innovative projects to deliver business cases and financial sustainability plans.

Working with Directors / Managers in the development of new and existing services and having presence and authority to drive through changes taking staff with them.

Manage the provision of professional financial advice, support and information for the activities of the Division/department, which is in line with the Company's strategy.

To develop detailed financial projections, option appraisals and forward plans to enable potential issues to be anticipated and resolved, in order to achieve the division/department's financial targets and the Company's statutory financial duties.

Communicate and interpret complex, sophisticated and often conflicting, technical contentious financial and non-financial information in an easily understood manner with Divisional/departmental leadership team, managers and staff. This may require a process of negotiation, influence and persuasion.

Ensure appropriate finance training is available and delivered to the division/department's nonfinance managers and that relevant finance processes are embedded into the Company's overall management processes and performance management framework.

With the Director of Finance, ensure that there is appropriate financial information and expert advice to enable the Management Board to meet its reporting requirements including the Company's Annual Accounts and Group returns.

Strategic Financial Planning and Financial Management

Lead alongside the Director of Finance in the compilation of Company financial strategies. Translate these strategies into relevant finance business plans including, but not limited to:

- Overseeing the divisional Revenue Budget setting process and the production of papers for submission to the Management Board.
- Supporting the completion of the Company Annual and 3-year Financial Plans, for Board approval or Group submission as appropriate. To work alongside the other Finance Business Partners to meet targets and objectives and to make judgements regarding the allocation of finances having regard to financial risk and reporting.

Ensure an appropriate framework for developing and producing monthly finance reports which link into business strategy, including but not limited to:

- Management Information Packs
- Management and main Board reports
- Lead a process ensuring financial assumptions and projections are appropriately challenged before being submitted to the Director of Finance.
- Highlight adverse performance and key risks where appropriate and provide expert advice on options for corrective action.

To prepare financial information and sound professional briefing material for use by Divisional/departmental leadership and Management Board on the performance management of the Division/department

Co-ordinate the development and maintenance of the Division/department's cost efficiency plans and monitor savings achieved against the annual plan together with the development and maintenance of a rolling savings plan to support long term financial planning.

Ensure the integrity of the Division's finance and reporting systems and control processes. In particular, ensuring that finance outputs are timely, accurate and fit for purpose.

Responsible for analysing and reviewing the Division/department's cost base, using benchmarking and other tools, and pro-actively seeking cost efficiency opportunities and other avenues to identify and deliver efficiencies.

Financial and Technical Services

To support a robust financial control service to the Division, ensuring that key controls are fully operational within the function; compliance with HMRC regulations; compliance with legal and statutory requirements; standing orders; standing financial instructions; schemes of delegation and any other Company or Group policy, as well as professional accounting standards.

To lead on the provision of a Finance for Non-finance managers training in the Division/department(s).

Cash Management

Provide cash flow forecasts and analysis for the short , medium and long term as required

Review monthly reconciliations of bank accounts

Ensure all income is recovered in a timely manner

Monitor debt levels and compliance with any debt covenants

General

Liaise with parent company finance department for intragroup transactions and consolidation of trial balance (balance sheet)

Review all primary balance sheet control accounts to ensure balanced and reconciled on a monthly

Ensure the company's tax payments are made in a timely fashion

Ensure the company's VAT return is submitted and reconciled on a timely basis within statutory timetables

Ensure all VAT information relating to the return is accurate

Ensure workings for input tax, output tax, acquisition tax and all subsidiary elements of the VAT return are stored and available for inspection by the tax authorities

Produce month end and year end journals

Facilitate ad-hoc recharge process between 2gether and parent company

Ensure payments are made to regulatory bodies for VAT and corporation tax in accordance with statutory timetable

Working with Procurement to ensure co-ordination of stock take returns from divisions/departments within the company. Ensure statutory return information for stock is reconciled and produced in a timely fashion

Coordinate the provision of information to external accountants and auditors

Complete Office for National Statistics returns

Ensure continuous improvement in all aspects of the role by regular review of work practices and procedures, and initiate and implement service changes where appropriate to ensure systems operate efficiently and effectively.

Develop high standards of review and probity within the Division/department(s) to ensure corporate governance requirements are achieved.

Promotes the development and maintenance of high professional standards in providing financial advice, and producing reports and correspondence across the remit of the post and in supervising others.

Provide reporting through to the Management Board on any or all elements of the relevant financial information, using written and graphical means to inform and aid the wider understanding at an executive and senior level throughout the organisation.

Any other duties as directed by the Director of Finance.

Person Specification

Person Specification		
(E) – Essential, (D) – Desirable		
Knowledge and Skills:	Experience:	Qualifications and Professional Memberships:
Excellent oral and written communication skills, including a practised ability with Word (E)	4 years' plus experience in Private or Public Sector bodies operating at Management Accountant,	Qualified accountant, CIMA / ACCA / ACA (E)

<p>Excellent excel skills (E)</p> <p>Experience of detailed bookkeeping and accounting entries (E)</p> <p>Management skills (D)</p> <p>The ability to work as part of a team or individually (E)</p> <p>Excellent analytical and numerical abilities (E)</p> <p>Sound business knowledge (E)</p> <p>Accuracy (E)</p> <p>A meticulous and methodical approach (E)</p> <p>Awareness of Company development and associated financial changes (E)</p>	<p>Financial Accountant, Commercial Accountant or Finance Business Partner or similar Level (E)</p> <p>Experience of managing small teams (D)</p>	
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Essential Health and Safety information

Does the post involve...		Y	N
Confined spaces?	A “confined space” means any enclosed place, such as may need to be accessed by estates staff for maintenance such as loft spaces, plant rooms or flues.		
Driving?	This means driving a company vehicle, passenger carrying vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work.		
Exposure to substances hazardous to health?	This is where risk assessments have identified known health hazards (chemical, biological or radiological). For example, designated latex glove user.		
Hand arm vibration exposure?	This includes hand held tools such as drills, saws, gardening tools, domestic cleaning tools and other power equipment.		
Hand washing?	This means washing hands 20 plus times per working day.		
Lone working?	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).		
Manual handling?	This means all job roles where there are specific manual handling / patient handling requirements.		
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		
Noise exposure?	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		
Work at heights?	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		