

# Job Description

## Finance Manager

### Role Summary

Reporting to the Head of Finance, you will be responsible for processing the month Finance data to enable MacIntyre to produce timely and accurate Management Accounts, and deputise for the Head of Finance when required. You will be a leader in business process reviews and in the building of new process control over the Finance Team. The post holder will also be a key contact for producing management information, reports and statistics, again across the whole department, including if necessary payroll reports.

You will be accountable to the Head of Finance.

Our job descriptions are all written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

### Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

#### The People We Support

1. To work in accordance with MacIntyre's values as explained in The Promises.
2. To ensure that people we support are treated with respect, dignity and equality.
3. To be personally responsible for the standard and quality of your practice.
4. To safeguard and promote the welfare of the people we support.
5. To maintain confidentiality of information.

6. To adhere to MacIntyre's policies and procedures.

#### Our Staff

7. To lead, exemplify and evaluate excellent practice.
8. To coach, train and mentor staff up to first line manager to enable them to lead and deliver best practice.
9. To ensure that all staff are working in accordance with relevant Codes of Practice.
10. To ensure that all staff complete a personal development plan that identifies and addresses areas of training need and supports their continued professional development, as outlined in MacIntyre's training and development frameworks

#### Quality

11. To be responsible for your own personal and professional development and undertaking learning and development activities as required.
12. To participate in regular supervision sessions and annual appraisals.
13. To work in accordance with relevant codes of practice and governing legislation.
14. To be aware of your responsibilities in accordance with the Health and Safety at Work Act.

#### Sustainability

15. To work closely and collaboratively with Head of Finance in providing an efficient and progressive service and help facilitate on-going improvements.
16. To support the day to day work of the Finance Assistants, and ensure that cover is provided during staff absences.
17. Play key role in system improvements and developments.
18. To be the main contact for more complex queries.
19. To establish regular pattern of reconciliations, reporting and provide ad hoc and bespoke reports as required using appropriate reporting software
20. Processing and advising Managers/ Heads of Service of any concerns relating to Finance.
21. To be responsible for processing and reporting on a number of pension schemes.
22. Completion of statutory forms and returns.
23. To develop and support regular audit of the systems and processes.
24. To undertake tasks relating to security management -
25. To monitor and report on performance against targets, and where appropriate, making recommendations for improvement and setting priorities.
26. Any other duties as agreed with your line manager.

## Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills qualities & experience	People we support	Our staff	Quality	Sustainability
Qualified either by a recognised finance body or by experience			X	X
Experience of developing and maintaining effective working relationships with a wide range of stakeholders		X	X	X
Is open to change and embracing new developments / initiatives, adapts well in new and unfamiliar situations responding to changing plans quickly, works independently without direction, is resilient and copes well in emergency situations.		X	X	X
Experience of leading, motivating and inspiring a team and others through your actions		X	X	
The ability to understand issues from others view points and build an atmosphere of trust and openness.		X	X	
Experience of giving and receiving (then act upon) honest and constructive feedback	X	X	X	
A working knowledge of relevant legislation including Equal Opportunities, Diversity, Human Rights, Safeguarding, Health & Safety, GDPR. Audit processes	X	X	X	X
An excellent standard of numeracy, literacy and IT skills with the ability to effectively communicate via email, Word and Excel and to produce written reports	X	X	X	X
Is able to collect, interpret and evaluate information to develop a deep understanding of a problem, explores alternative ways of resolving problems including new possibilities. Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.		X	X	X
A working knowledge of relevant policy, external regulators and their roles / expectations (including but not limited to CQC, CIW, HSE), plus external audits	X	X	X	X
Ability to achieve appropriate vocational qualifications as required.			X	X
Ability to work flexible hours when required	X	X	X	X