

OUTLOOK CARE Head of Finance

Role title	Head of Finance
Service Type	Finance
Reporting to	Chief Executive
Responsible for	Finance Team
Location	Remote with occasional requirement to work at any of Outlook Care services

Role purpose
Upon direction from the Executive Management Team, the Head of Finance is responsible for the development and delivery of Outlook Care's financial strategy, the overall management of the Finance department and to carry out the function of the Company Secretary.

Key Outcomes Required from the post
- The Head of Finance will contribute to the development of financial strategy and oversee the management and delivery of financial services within the organisation - To ensure that the financial systems support business development and the delivery of services, including preparation for tenders, acquisition or merger projects and organic growth and expansion of service delivery through contract negotiations. - Participate with EMT in the review of organisational objectives and plans undertaking sensitivity analysis assumptions to ensure the robustness of financial models. - To explore and evaluate opportunities for financing new business ensuring that funding is secured at competitive terms whilst reducing the exposure of Outlook Care to risk. - Development and maintenance of internal controls and risk management arrangements to ensure a framework for financial control, responsibility and accountability at all levels. - Provide final sign off on the monthly payroll and end of year payroll processes. - Preparation of Annual Accounts and the financial elements of the Trustee Report - Co-ordinate the production of annual budgets and quarterly forecasts in line with Business Plan strategy, with realistic and achievable objectives for agreement by the Board. - Ensure Board and its Committees are kept fully apprised on organisational finances presenting papers and recommendations as necessary. - To be the main point of contact for internal and external auditors, ensuring that adequate work plans are undertaken and through this process achieve an unqualified audit report. - Provide forecasts, KPI's and cash flow information for EMT and Board. - Provide timely and accurate monthly management accounting information to enable budget holders to manage resources effectively. - Monitor and provide information to Board regarding current pension risks specifically related to the SHPS defined benefit pension scheme - To monitor budgetary performance and ensure that budget holders are advise when prompt corrective or preventative action is necessary. - Ensure that Outlook Care is efficient and effective in the use of its resources.

- To ensure that adequate insurance is in place to meet business and contractual requirements and that all policies are regularly reviewed and renegotiated to obtain best value as well as appropriate cover.
- Represent Outlook Care effectively with external organisations including financial institutions and other potential funders ensuring the maintenance of Outlook Care's credibility and reputation.
- To develop, implement and monitor the Outlook Care Investment Strategy in order to maximise the resources of the organisation.
- To be responsible for the review and ongoing development of Finance systems.
- Through effective recruitment, management and development, ensure that a competent Finance team delivers a focussed and effective Finance service that meets organisational needs.
- To ensure that all financial regulatory returns are prepared and submitted in accordance with published deadlines.
- Ensure that the Finance work of the company meets all relevant statutory requirements such as the UK General Data Protection Regulations.
- To ensure that the annual accounts are produced in accordance with current accounting and FCA requirements, with particular reference to the Charities SORP.
- To perform the role of Company Secretary and have this requirement reflected publicly on our website and personal profiles.

Person specification	
Experience, Qualifications and Specific Knowledge Required at Entry point.	• Fully qualified CCAB, educated to university entrance level or above • Technically competent with a minimum of 5 years' experience at a senior management level. • Direct experience of staff line management • Ability to understand and operate at a strategic management level • Knowledge of the strategic and funding issues affecting the provision of care • Financial modelling for care tenders and acquisitions. • Fully computer literate with a good working knowledge of Finance software systems • Sound people management skills
Other role specific requirements	• Evidence of effective team management and development • Able to work flexibly and undertake other such duties as may be reasonably required by senior management • Must be a car driver with vehicle available for use for work (or be able to make flexible arrangements to travel as required for the role) • Work in accordance with Outlook Care values at all times