

KENNET AND AVON MEDICAL PARTNERSHIP

JOB DESCRIPTION

JOB TITLE: BUSINESS AND FINANCE MANAGER

REPORTS TO: PARTNER WITH FINANCE RESPONSIBILITIES

JOB SUMMARY:

- To undertake all aspects of financial management, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation
- Preparing and publishing timely monthly financial statements
- Coordinating and directing the preparation of the budget and financial forecasts and report variances, undertaking financial risk management as required
- To oversee the Practice's Facilities Management
- With the Practice Manager, develop internal control policies and procedures
- To ensure the daily smooth running of the practice's computer systems, making recommendations for improving the Practice's IT systems and processes, and leading on training as required

KEY RESPONSIBILITIES

BUSINESS AND FINANCE

- Act as the primary point of contact for finance-related matters with NHS(E), the CCG and the practice accountant
- Have full oversight of practice finances, working with Practice Manager to maximise income and reduce expenditure
- Review all income and expenditure statements, identifying any inaccuracies and rectifying such issues, informing the partners as required
- Accurately monitor cash flow, ensuring invoices are paid within the given time frame, forecast and predict workflow corresponding to income
- Oversee payroll ensuring the appropriate ledger coding is used as required
- Manage and oversee the practice pension schemes retaining accurate records
- Coordinate and direct the preparation of the budget and financial forecasts and report variances for the Partners
- Ensure monthly and quarterly data submissions are actioned accurately and meet deadlines to ensure that the partnership receives the correct funding.
- Prepare and publish timely monthly financial statements to a high standard
- Manage month-end and year-end close process in conjunction with external accountant
- Submit year-end figures liaising with the practice accountant
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with all legal reporting requirements, tax filings and regulatory reporting.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Research technical accounting issues for compliance
- With the practice manager and partners, assess and identify new opportunities for financial growth
- Evaluate current non-NHS contracts and determine potential for increasing income
- Ensure the partnership activities adhere to legal requirements including preparation and implementation of "Making Tax Digital"
- Carry out due diligence as may be required in commercial contractual arrangements

PRIMARY CARE NETWORK (PCN)

- Understand what funding the PCN is entitled and so what the practice share should be and ensure that this is all received by the practice
- Understand the operational obligations that arise from accepting funding, including financial modelling to support practice decision making on broader PCN decisions

- Ensure the practice received the appropriate funding in line with the services delivered for the PCN
- Liaising with the PCN management to ensure the production / distribution of monthly and annual accounts detailing the practices' shares of PCN income and expenditure.

IT SYSTEMS ADMINISTRATION

- Report to the partner having responsibility for IT any significant events relating to the IT systems
- Investigate and resolve problems in the day-to-day use of IT equipment and software, liaising with the IT Helpdesk or systems providers as required.
- Assist in the installation and configuration of hardware and software
- In conjunction with practice management, ensure the practice had an appropriate online presence to ensure we are promoting appropriate messages about the practice online.
- Undertake regular reviews of IT training and policies, as directed by practice management, to ensure all staff are empowered to seek solutions independently.
- Assist the Practice Management in the ongoing development and implementation of the practice's IT strategy.
- To become the primary contact for all aspects of the clinical system and be able to train or source training for other users, both clinical and non-clinical, in the best use of the system
- To produce documentation and put on training for all staff members to ensure all staff can resolve simple IT problems independently.

FACILITIES MANAGEMENT

- To ensure the Practice facilities are comfortable and functional for both patients and staff
- To ensure the buildings, services and facilities are effectively maintained and repaired.
- To plan and monitor premises maintenance and cleaning services audits and records are kept appropriately to meet requirements of the CQC
- To manage the procurement of Practice equipment, supplies and facilities services
- To implement Practice policies and procedures regarding health and safety
- To have a clear understanding of telephone, fire and burglar alarm systems
- To ensure that adequate fire prevention and security systems are in place
- To ensure correct storage disposal of trade refuse and clinical and confidential waste
- To ensure regular maintenance and calibration of equipment
- To plan and commission cleaning contractors to ensure maintenance of a safe and clean working environment in line with infection control legislation
- To work with the Infection Control Lead to ensure infection control policies and procedures are up to date and followed by all staff
- To oversee the updates for practice risk assessment; ensure monthly checks are undertaken; act on issues raised by staff and managers as a result of monthly checks. Ensure safe systems of work for all staff
- To ensure staff receive appropriate training in all necessary areas of maintenance, safety, fire prevention and general security of the premises

COMMUNICATION

- Ensure the Partners and Practice manager is aware of the financial implications of contract and legislation changes affecting the practice
- Maintain an effective working relationship with the CCG, ensuring the practice receives a proportionate and equitable allocation of resources
- Direct line management of Business Support Administrator
- Attend any external meetings pertinent to the role of Business and Finance manager

OTHER

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners. *Some of the above duties may be delegated.* The Practice reserves the right to make changes to the Job Description and Personal Specification.

KENNET AND AVON MEDICAL PARTNERSHIP

PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Excellent standard of education with excellent literacy and numeracy skills	✓	
CIMA, ACA Accounting Qualification or QBE	✓	
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of maintaining financial reporting and information systems	✓	
Experience of data analysis and the production of reports	✓	
Experience of financial planning and forecasting	✓	
Experience of using the Xero financial system		✓
Experience of working in a healthcare setting		✓
Experience of primary care / running costs for NHS organisations		✓
SKILLS	ESSENTIAL	DESIRABLE
Ability to achieve and negotiate opportunities to enhance service delivery	✓	
Effective communication (written, oral and presenting) and collaboration skills	✓	
Strong IT skills (Microsoft Office & Xero)	✓	
Strategic thinker and negotiator	✓	
Able to strike the right balance between challenge and support across an organisation	✓	
Able to strike the right balance between challenge and support across the organisation at all levels	✓	
Ability to prioritise and work to tight deadlines in a fast-paced environment	✓	
Effective time management (planning and organising)	✓	
Ability to network and build relationships	✓	
Proven problem-solving and analytical skills	✓	
SystemOne user skills		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Polite and confident	✓	
Flexible and cooperative	✓	
Excellent interpersonal skills	✓	
Motivated and proactive	✓	
Ability to use initiative and judgement	✓	
Forward thinker with a solutions-focused approach	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure	✓	
Confident, assertive and resilient	✓	
Ability to use initiative and make relevant recommendations to line manager	✓	
OTHER REQUIREMENTS	ESSENTIAL	DESIRABLE
Flexibility to work outside core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Maintains confidentiality at all times	✓	
Full UK driving licence	✓	