**JOB DESCRIPTION – FINANCE MANAGER**

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**Responsible to:**
- Managing Director/Finance Director – accounting issues
- Office Manager – day to day issues

**Location:**
- Based in the Wells office with one week of every month in Lincoln with the Operations team.

**OVERALL PURPOSE OF THE JOB:**

Home from Home Care is a family company on a mission! Inspired by Laura de Savary, the organisation was set up seven years ago by the de Savary family to pioneer a new approach to specialist residential care in the UK. We are now the largest parent-led niche provider in the country with a turnover of £5m, a staff team of nearly 200 and support over 50 people across 5 sites in Lincolnshire. We offer people with complex learning disability needs the opportunity to lead fulfilled lives in exceptional and safe surroundings and attract placements from all over the country.

The organisation is in a rapid growth phase; due firstly to the unique positioning of being parent-led and secondly operating under the ethos of putting the individual first. Both factors that differentiate us from most care providers. Led by Paul de Savary, the management team and staff are a dynamic group of people, who everyday strive to make a difference to those that we support, their families and to change the face of residential care.

The main purpose of this role is to oversee the Finance Department and take responsibility for all accounting functions of the group. We need someone that can quickly gain a full understanding of current financial performance information systems, with a view to streamlining and improving processes.

**MAIN RESPONSIBILITIES:**

- Bookkeeping – day to day recording together with our existing part-time Bookkeeper
- Payroll – ensure smooth running of all payroll functions for various Companies within the group as necessary together with our existing part time Payroll Manager
- Produce weekly/monthly reports on all payroll related issues
- Develop and improve existing systems, policies and procedures
- Produce monthly management accounts for the H Care Group
- Produce annual accounts to full audit standards for Companies within the Group to TB stage
- Carry out Internal Audits
- Liaise with auditors
- Manage cash flow
- Produce annual and monthly budgets for the Group and individual Homes
- Work with the Operations Team and Home Managers to ensure budgets are understood and adhered to.
- To spend one week of every month with the Operations Team in Lincoln, to also include attending relevant Manager’s meetings.
• General analytical work and support for the CEO including reports as and when required for the Bank
• Preparation of projections for new projects and general business development
• Group pension management including implementing new legislation
• General office duties as required
• Represent Home from Home Care Limited and the H Care Group at all times in a professional manner

**Staff Team:**

• By using effective leadership skills you will line manage and provide a positive and supportive role model for staff within the Finance Team allowing them to develop their skills and feel valued.

• You must be able to work in a small office environment as part of a close-knit team who view their work as more than just a job for this family run company.

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties as required.

This job description does not represent a Contract of Employment.