

**OUR REWARD PRACTICES/
JOB DESCRIPTION:
Finance Manager**



Date created:

Date created

Date updated:

21/08/2019

Generic role title:	Finance Manager
Job family:	Administration, Professional & Managerial
Reference number:	KMMS-008-19
Grade:	Grade 8
Salary Scale:	£40,792 - £48,677 per annum
Contract:	Ongoing Full time
School/Department:	Kent and Medway Medical School
Location:	Work between KMMS locations at both University of Kent and Canterbury Christ Church University
Line manager:	School Administration Manager or their nominee
Immediate line reports:	Finance Assistant 1 FTE
Anticipated start date:	01 October 2019

The Kent and Medway Medical School

Our vision for the Kent and Medway Medical School (KMMS) is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of patient-focused medical education.

Lead by its Founding Dean, Professor Chris Holland, the School will open in **September 2020**, offering **100 undergraduate medical places** on a yearly basis. The five-year undergraduate programme will be taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.



The University of Kent is a leading academic institution. It was awarded a gold rating in the TEF and has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences.

Canterbury Christ Church University has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

Equality, Diversity and Inclusion

KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

Job purpose

To manage the implementation of finance processes in line with financial regulations and procedures as agreed by the University of Kent and Canterbury Christ Church University.

To oversee the annual revenue budget for KMMS and manage income and expenditure reporting across separate income streams. The financial environment comprises partner hospital trusts and numerous GP practices and the Finance Manager will apportion costs between two separate funding bodies (NHS and HE) each with different year ends. The post holder will be expected to build strong, professional relationships with both universities and with NHS partners.

To manage the KMMS-wide financial reporting process, to ensure full compliance with statutory and regulatory requirements.

To develop and implement efficient and effective procedures to manage the financial elements of Service Level Agreement between the Medical School and Local Education Providers in the Kent Medway health region and KMMS and Health Education England Kent, Surrey and Sussex.

To support the KMMS Senior Leadership Team with specialist financial advice and services and provide a professional secretariat service to the Joint KMMS Finance and Infrastructure Committee.

Reporting to the Medical School Administration Manager, provide professional and efficient financial support and advice on business planning, decision making and implementation of the KMMS Vision and to deputise as required.

The Kent and Medway Medical School is a new and innovative joint endeavour between the University of Kent and Canterbury Christ Church University. Therefore, the Finance Manager role and duties may change as the School develops. The postholder is expected to undertake an active role in supporting the School's development within their areas of competence

This role will involve working on both the University of Kent and the Canterbury Christ Church University campuses in Canterbury and Medway. Suitable training and development will be provided.

Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.

1.	Provide professional financial management support for KMMS	<i>Frequency</i> Daily
Example duties:		
1.1	Managing an annual expenditure budget of over £10 million plus redistribution of up to £3 million per annum for placement funding transferred from Health Education England Kent Surrey and Sussex, going to NHS Trusts and placement providers	
1.2	Provide monitoring and commentary on actuals, forecast and longer-term plans to the Dean and budget holders	
1.3	Liaise with central finance teams at Kent and CCCU to ensure all income and expenditure for KMMS is correctly reported and variances against agreed budgets are fully understood	
1.4	Advise the Senior Leadership Team and KMMS staff on all aspects of financial management within KMMS	
1.5	Ensure (with responsible budget-holders) compliance with all financial regulations and procedures; In conjunction with staff in the central finance team, to advise School staff about financial matters including accounts, taxation and procedural matters	
2.	Support the Dean and Senior Leadership Team in strategic planning and financial forecasting for KMMS	<i>Frequency</i> Monthly
Example duties:		
2.1	Develop financial plans and annual budgets for KMMS which support KMMS strategic objectives	
2.2	Lead presentation of these plans at the highest level of governance, the Joint Management Board	
2.3	Undertake financial appraisal and provide advice in support of funding bids and business development opportunities in liaison with central finance teams	
2.4	Monitor staff expenditure and commitments and act as the single point of contact all financial aspects of Human Resources matters	

3.	Provide a professional finance and accounting link to the University of Kent, Canterbury Christ Church University and partner NHS trusts	<i>Frequency</i> Daily
Example duties:		
3.1	Set up systems from scratch within KMMS to ensure ongoing compliance with financial procedures and regulations within both universities and with NHS, both with different financial year ends	
3.2	Manage placement funding from Health Education Kent, Surrey and Sussex and invoicing from placement providers to KMMS	
3.3	Invoice NHS partners in relation to recharges for staff on joint employment contracts	
3.4	Build relationships with finance colleagues within the NHS to improve own and university understanding of NHS processes within a different financial calendar	
4.	Provide leadership and administrative support in the area of finance to KMMS	<i>Frequency</i> Weekly
Example duties:		
4.1	Use professional knowledge and judgement to provide financial advice on all matters relating to the Medical School on behalf of both institutions, including, on occasion, the provision of advice to the Joint Management Board in conjunction with the Directors of Finance at both universities	
4.2	Ensure that all financial information produced is accurate and completed within required timescales, including the management of the monthly reporting process to the Joint Management Board	
4.3	Act as Secretary of the Finance and Infrastructure Group, a key part of the governance structure, liaising with the University Directors of Finance to prepare agenda and papers for the Group	
4.4	Ensure that all returns to external funding bodies are completed and returned within deadlines advised	

5.	Take responsibility for identifying and mitigating financial and other risks related to KMMS	<i>Frequency</i>
		Monthly
Example duties:		
5.1	Monitor budgets and manage changes to staffing plans and addition of new resource requirements in a start-up environment	
5.2	Monitor the KMMS risk register and be the risk owner of any financial risks	
5.3	Ensure that the risk register is regularly updated for reporting to the Joint Management Board	
5.4	Propose changes and improvement to KMMS financial processes and procedures in order to minimise risk	
6.	Provide line management for the Finance Assistant to enable them to perform to the best of their ability	<i>Frequency</i>
		Daily
Example duties:		
6.1	Organise a comprehensive induction and training programme for new staff and implement relevant management responsibilities and University policies	
6.2	Conduct staff appraisal, monitor performance and provide support, advice and guidance as appropriate	
9.3	Coordinate annual leave to ensure continuity of business	

Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/ communicates with on a regular basis, and for what purpose.

Internal: KMMS Senior Leadership Team, Finance Directors at both universities, Finance Departments at both universities, any member of staff who raises a financial reporting or accounting query which is referred up for resolution

External: Health Education England- Kent, Surrey and Sussex, Hospital financial departments, GP Practice Finance Managers, finance contacts at other placement providers, suppliers, Finance staff at other universities and medical schools, relevant BUFDG discussion groups, external auditors from both universities, other external bodies

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Repetitive limb movements
- Conflict resolution

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Fully qualified accountant (CCAB) and ongoing attendance at professional courses to maintain CPD requirements	✓		A
GCSE English and maths or equivalent	✓		A
Knowledge, skills and experience	Essential	Desirable	Assessed via*
Substantial relevant work experience in a financial or management accounting role to include preparation and monitoring of budgets and financial planning	✓		A, I
Experience of analysing financial information and presenting this to different audiences including senior managers/governors and budget-holders without extensive accounting knowledge	✓		A, I
Proficient in the use of PC packages particularly spreadsheets (Excel), financial planning and support packages and word processing (Word), and experience of large multi-user accounting systems	✓		A, I
Experience with Agresso Business world financial suite and reporting tools		✓	A, I
Excellent written communication skills, with the ability to produce written reports to a high standard for a range of different users	✓		A, I, T
Proven experience of successfully managing and motivating staff, with the ability to support and encourage all members of a team	✓		A, I
Knowledge and understanding of VAT especially in businesses with clinical, educational or other exempt supplies		✓	A, I
Familiarity with Higher Education or NHS finances, including funding from HE funding councils		✓	A, I, T

Additional attributes	Essential	Desirable	Assessed via*
Demonstrates an interest in collaborative working and learning from other organisational cultures	✓		A, I
Resilient under pressure, ability to embrace change and work with minimal supervision to high quality standards, prioritising and managing time effectively	✓		I
A confident leader with credibility and influence, able to manage senior level relationships effectively, build consensus and drive effective decision making in formal and informal settings	✓		I, T
Innovative and pragmatic problem solver with the ability to optimise existing resources at both institutions	✓		I
A strong commitment to equality, diversity and inclusion	✓		I
Ability to exercise discretion and tact and maintain confidentiality whilst dealing with conflicting opinions and priorities	✓		I
Ability to articulate the School's objectives in a way that encourages others to engage with the vision	✓		I, T
Flexible, adaptable, able to deal with uncertainty and able to manage conflicting priorities and demands	✓		I

*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview