

<b>JOB TITLE</b>	<b>FINANCE MANAGER</b>
<b>Banding</b>	£55,000 - £60,000
<b>Hours</b>	37.5hrs/week (Full time)
<b>Base</b>	Magog Court, Shelford Bottom, Cambridge CB22 3AD Hybrid working options available
<b>Team</b>	Finance
<b>Accountable to</b>	Director of Finance
<b>Terms</b>	Permanent

### About Health Innovation East:

At Health Innovation East we believe that great ideas only make a difference for our health when they are put into practice. Health Innovation East is the innovation arm of the NHS in the East of England, and we are one of 15 regional Health Innovation Networks that support the introduction of innovative technologies, devices and care pathways to transform health and care.

Our team of clinicians, clinical scientists, commercial and NHS experts works with pioneering start-ups, universities, global corporates and the NHS to ensure that the best innovations in health and care reach the people and places where they deliver the most benefit. We also have a growing team of specialist programme managers, experts in real world evidence and data scientists who support the specialist work increasingly needed to deliver today’s world of technology-enabled patient care.

### Role purpose:

The finance manager is a critical role in the smooth running of the organisation. Working with a small internal team and liaising with outsourced bookkeepers, the post is responsible for Health Innovation East’s management information, business planning, business decision support activities and statutory reporting as well as reporting to key external stakeholders such as the NHS.

The post holder will need to demonstrate the following skills:

- Excellent written and verbal communication skills, with strong attention to detail and analytical skills; enabling the provision of clear and accurate financial management information both internally and externally
- Experience of financial management and control
- Positive attitude with the ability to work independently but also to collaborate with the wider organisation



## Key responsibilities:

- Management Information :
  - working with and directing the external bookkeepers to provide timely month end financial management reports
  - review transactions for nominal coding and project allocation
  - providing management information to internal teams, reviewing and understanding departmental income and expenditure
  - analysing deferred income against project spend
  - assisting with quarterly reporting and adhering to timetabled deadlines
- Budgeting, Forecasting and Planning
  - lead the financial planning process, ensuring the timely preparation of the annual budget
  - producing forecasts as and when required, collaborating with department heads to ensure forecasts are as accurate as possible
  - assist with financial modelling for new business initiatives or projects
- Monitoring cash flows and forecasting future risks
  - create cash flow forecasts, monitor liquidity, and optimise returns on reserves
  - oversee sales invoicing process and ensure correct application of VAT
  - oversee accounts receivable and ensure timely collection of debt
- Financial Management and Controls
  - ensure compliance with financial and tax regulations (UK GAAP, VAT, PAYE etc)
  - keep up to date with changes in financial regulations, legislation and best practice and implement change where necessary
  - devise and maintain internal financial controls and policies that meet best practice
  - assist in maintenance and update of Finance Handbook
  - manage the electronic filing and housekeeping of finance documents
  - lead on tracking of external contracts and provide procurement support to the wider organisation, to ensure value for money is achieved
  - ensure compliance with the company's Standard Operating Procedures, update corporate templates and ensure usage wherever appropriate
  - oversee the year end audit and liaise with auditors to ensure timely production of annual accounts
  - assist with any R&D tax credit claims
  - overall responsibility for managing the payroll process, including pension payments and compliance with The Pension Regulator
  - oversight of bank accounts and IT systems which support the running of the finance department
- External reporting, including NHS quarterly data, HIN quarterly and ad hoc data, ONS surveys, assist with Innovate grant reporting

- work with PMO and other departments to ensure timely completion of external reporting requirements.

**Key relationships and working with others:**

As a finance manager, the post holder will be required to maintain constructive relationships with a broad range of internal and external stakeholders:

- Working with the finance director, members of the senior management team, project and programme managers to provide support and delivery of key priorities
- Participating in internal and external network groups to provide information, analytical advice and expertise, and to garner and share best practice
- Working with the organisation’s external bookkeepers, payroll processors and auditors to ensure prompt and accurate transfer of information

**Corporate duties:**

- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for Health Innovation East’s employees, supported by policies and procedures as appropriate
- Comply with current data protection laws and company data protection policy and procedures
- Support the organisation in developing a collaborative working environment and a culture of innovation and positive leadership, participating in the appraisal process, as required
- Promote Equal Opportunities and affirm that staff, colleagues, patients and others who encounter Health Innovation East are afforded equality of treatment and opportunities.
- Observe Health Innovation East’s Equality and Diversity policy in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients or clients on any grounds
- Work with others appropriately to achieve organisational goals
- Comply with the Health Innovation East values and behaviours

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
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<p>Qualifications and training:</p>	<p>A fully qualified accountant or can demonstrate equivalent experience in similar role.</p> <p>Proven experience in financial reporting, budgeting, forecasting and cash flow management.</p> <p>Experience of working alongside senior managers.</p>	<p>Knowledge of data protection legislation, including GDPR.</p> <p>Legal and/or regulatory experience or knowledge.</p> <p>Experience of managing a finance team.</p>
<p>Knowledge and understanding</p>	<p>Strong understanding of financial regulations, accounting principles (including deferred income) and tax laws (e.g. VAT).</p>	<p>Familiarity of and empathy with the NHS and current issues affecting innovation in the healthcare sector.</p> <p>Interested in learning about innovation and change.</p>
<p>Skills</p>	<p>Ability to work independently and adhere to strict deadlines.</p> <p>Excellent written and verbal communication skills, and attention to detail.</p> <p>Strong Excel skills.</p> <p>Ability to take a proactive approach, using own initiative and 'can do' approach to meet challenging objectives.</p> <p>Ability to challenge internal and external colleagues appropriately on business processes and to think strategically about the wider impacts of changes to operational processes.</p> <p>Excellent team working, networking and influencing skills, with ability to engage and build professional relationships.</p> <p>Ability to work with collaboratively with multiple teams to develop financial solutions.</p>	<p>Experience with Xero.</p>

Disposition/ Aptitude	Professional, calm and efficient manner  Willing to encourage and drive internal innovation, to win support to new initiatives/processes  Ability to set high standards for self and others to deliver priorities  Emotional intelligence and commitment  Ability to work flexibly, both as an individual and with other colleagues.	An interest in the healthcare, technology or innovation sectors.
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## Review of this job description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.

## How to apply

To apply please submit your CV and a covering letter by 08:30am on Tuesday 25 February 2025 to [recruitment@healthinnovationeast.co.uk](mailto:recruitment@healthinnovationeast.co.uk) specifying your motivation for applying and how you meet our person specification. For an informal discussion, please contact [Claire.bisset@healthinnovationeast.co.uk](mailto:Claire.bisset@healthinnovationeast.co.uk).

Interview Date: Between 4 March and 6 March 2025