

Job Description

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Assistant Finance Manager

Job Description

Position	Assistant Finance Manager
Reporting to	Head of Finance
Responsible for	4 x Finance Assistants

Job Context	Avante Care & Support provides residential and domiciliary care services to 1000+ residents and service users in London and Kent.
Job Location	The post will be based at Avante Care and Support's Head Office in Faversham although there will be occasional travel to our services in Kent and South East London. The position is hybrid with flexibility to work from home 2 days per week.
Job Summary	To provide input into the preparation of monthly, quarterly and annual management accounts. Assisting with Forecasting and Budgeting through continued review of income and costs throughout the organisation. To effectively oversee the Purchase Ledger and Sales Ledger function and 4 x Finance Assistants. Monitor and review all Avante Care and Support's supply contracts – the postholder being the main point of contact for all contracts, to handle the tendering process and take ownership of any issues as they arise.

Main Responsibilities:

Month-end and year-end accounting

- Set up new management accounts and reporting files each month-end on the network
- Calculation of accruals and prepayments and post relevant journals to Access Financials in respect of selected budgets/departments across the business sectors, providing commentary on variations to budget. This will typically cover all Care Homes expenditure.
- Review of costs posted to major repairs for accuracy and appropriateness, raising adjusting journals as necessary.
- Checking for irregular postings within the nominal ledger.
- Attend monthly management accounts review meetings and report on variances to Head of Finance & Finance Director.
- To provide monthly KPI's and update and provide analysis of development costs incurred.
- To actively support and coach Care Home Managers to improve their budget management skills to ensure they understand their budgets and the implications of not meeting the targets and limits that have been set. Regular management accounts review meetings to be arranged with budget holders.

Budgeting and forecasting

- To assist the Head of Finance with matters relating to the annual budget and quarterly forecasting processes across Care Homes, Home Care & Corporate areas as required.

Fixed asset register and maintenance

- Oversee the Fixed Asset Register including checking calculation and depreciation postings along with full reconciliation to the balance sheet.
- Process annual asset disposals in line with accounting policies.

Contract management & renewals

- To be the primary contact for external suppliers in respect of key ongoing contracts which are currently covering archiving, clinical consumables, food, waste refuse (general, recycling and clinical), confidential shredding, franking machine, window cleaning, scanning, utilities covering gas, electric and water.
- Ensure Avante is well-prepared for contract-end dates with analysis/data prepared to conduct the re-tender process ensuring Avante is achieving best value.
- Take the re-tender process forward by identifying and approaching alternative suppliers, reporting back findings to Managers and making recommendations based on the research.
- Be a point of contact for all services and help with any issues that may arise.
- Maintain the register of contracts

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Purchase/Sales ledger

- Responsibility for the Purchase and Sales Ledger process which is carried out by 4 x Finance Assistants.
- Supervise 4 x Finance Assistants, conducting annual appraisals and quarterly Supervisions, setting and monitoring objectives, providing support as necessary.
- Provide support with queries relating to purchase orders, invoices, credit notes, coding, DD's and payments.
- Ensure deadlines are met in respect of the month-end process.
- Import payment runs, direct debt collections and enter payment requests on our internet banking platform for authorisation.

Other

- Preparation and submission of quarterly VAT and ONS reports.
- Adhere to Avante Care and Support's policies and procedures at all times, including confidentiality, health and safety and fire regulations.
- To promote Avante Care and Support's Equal Opportunities Policy Statement, ensure awareness of differing ethnic, social and cultural backgrounds.

Please note

From time to time your manager may ask you to undertake reasonable tasks not stated within this role profile but commensurate with your position. Avante Care & Support also reserves the right to review and update this profile to reflect the changing needs of the job. However, any significant changes will be discussed in consultation with you.

Person Specifications

	Essential	Desirable
Education	<ul style="list-style-type: none"> • At least qualified to AAT level with continued CPD, a study package can be offered as part of the role. 	
Experience	<ul style="list-style-type: none"> • Minimum of 4 years' experience working in a Finance department ideally with exposure to all elements listed in the job description. • Ideally experienced in the use of Access Financials accounting software. 	<ul style="list-style-type: none"> • Previous involvement in contract management would be ideal.
Skills/ Competencies	<ul style="list-style-type: none"> • Ability to set and manage priorities; working to tight deadlines. • Excellent written and oral communication skills with the ability to effectively convey complex information at all levels and across departments. • Excellent presentation skills. • Financial analysis skills with the ability to monitor and analyse data. 	
Knowledge	<ul style="list-style-type: none"> • Advanced knowledge of Microsoft Excel essential. 	
Qualities	<ul style="list-style-type: none"> • Ability to thrive working under pressure. • Ability to work collaboratively and uphold SPARKLE values. • Hard-working and a team player with a can-do attitude. • Ability to motivate in a team-oriented, collaborative environment.. 	

Please note: This is an essential car user position and the role is subject to an enhanced Disclosure Barring Check

Job Description

Continuing Professional Development

Requirement	Example
Participation in relevant external networks and events	CPD events