

**Job Title:** Finance Manager

**Reporting To:** Chief Executive & part-time CFO

**Accountable To:** Chief Executive

**Position:** Part time 22.5 hrs per week

#### Purpose of the Post (Summary)

Health Enterprise East (HEE) is a leading NHS Innovation and Technology Consultancy based in Cambridge. At HEE we believe in improving healthcare through technology and innovation. Key aspects of our work include helping the NHS, the medical technology industry and government organisations to turn innovative ideas into new products and services that will benefit patients.

HEE is looking to recruit a part-time Finance Manager for its management team. Your key roles will be in the financial management and accounting of HEE, the production of month end reports for 3 small client companies/programmes and liaising with other key members of the team.

You will be a key member of the senior management team and attend all board and finance committee meetings. The role will report to the HEE Chief Executive and part-time consultant CFO. The Office Manager is available to assist with processing and Credit Control.

#### Key Responsibilities

- Overall responsibility for smooth running of finance function and associated book-keeping tasks for HEE.
- Preparation of monthly Management accounts and updates to forecast model
- Preparation and management of annual budget
- Financial management and accounting for 3 small client companies/programmes (Medtech Accelerator, Medovate & SBRI Healthcare programme)
- Highlight issues and provide support to the senior management team
- Year end Audit File preparation & liaise with auditors
- Manage cash balances and working capital requirements
- Attendance and preparation of reports to Finance committee meetings and Board meetings
- Oversee all accounting procedures and systems
- Ensure the Company meets its financial and legal responsibilities
- Manage and develop relationships with key advisors; Auditors, Tax advisors and Bank

## Person Specification

- Qualified Accountant with 5 years post qualified experience
- Previous experience in a senior Finance Manager position
- Excellent IT skills including good level of competence in Microsoft Office packages and comfortable in creation of financial models and how they work
- Strong and clear communication skills and with the ability to build relationships and communicate across all levels within the company
- Demonstrable client relationship management experience
- The ability to communicate financial matters to non-financial managers/staff
- Ability to manage multiple requirements simultaneously and demonstrate clear concise decision making
- A team player that is motivated by the success of the business

Accounts package: Sage 50