

Job Title: Finance Manager

Reporting To: Chief Executive & part-time CFO

Accountable To: Chief Executive

Position: Part time 30 hrs per week

Salary: £46,000 to £52,000 FTE

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 to manage HEE's finances in-house. Your key roles will be in the financial management and accounting of HEE and working closely with the senior leadership team to drive business performance. While the role is initially 30hrs per week, more hours may be available as the business grows.

You will be a member of the senior management team and attend all finance committee meetings. The role will report to the HEE Chief Executive and part-time consultant CFO. The Administration Manager is available to assist with processing invoices and other administrative tasks.

Key Responsibilities

- Preparation of monthly management accounts (incl. KPI analysis)
- Preparation and review of budgets and bimonthly forecast reporting
- Working closely with the senior leadership team to drive performance of business
- Preparation of bimonthly reports for Finance Committee and Board meetings with support from the CFO
- Preparation and input of journals, prepayments and accruals
- Production of annual statutory accounts and liaison with auditors
- Credit control and cash management
- Corporate tax and VAT returns
- Oversee all accounting procedures and systems
- Other financial matters as required by the CEO

Person Specification

- Fully Qualified Accountant (ACA, ACCA, CIMA)
- Previous experience in a senior Finance Manager position
- Excellent IT and analytical skills including high level of competence in Microsoft Excel and comfortable in creation of financial models and how they work
- Experience with managing payroll systems would be an advantage but is not essential
- Strong and clear communication skills and with the ability to build relationships and communicate across all levels within the company
- Experience with Sage 50, including the ability to manipulate data in excel for business analysis purposes
- Ability to work under pressure and meet tight deadlines
- Meticulous attention to detail with superb organizational skills.
- Ability to manage multiple requirements simultaneously and demonstrate clear concise decision making
- A team player that is motivated by the success of a growing and ambitious business