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| **JOB DESCRIPTION**  |  |

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| **Job title:** | **Commercial Finance Director Fostering** |
| **Location:** | Hybrid Work Travelling will be required between offices and to services across the Division |
| **Contract:** | Permanent |
| **Salary** | Competitive |
| **Hours of work:** | 9.00am to 5.30pm Monday to Friday |
| **Department/Division** | Children’s Fostering |
| **Reporting to:** | Commercial Finance Director Residential and Fostering |

**Company Overview:**

CareTech is the largest national provider of support for people with complex and challenging behaviours with Autism, Learning Disabilities, Mental Health illness and neurological conditions, with a turnover of c£600m and over 500 sites. We enable children, young people and adults with complex needs to make their own life choices, and to develop confidence and independence to live, learn, thrive and engage, building a better future. We refer to this as Extraordinary Days, Every Day. More recently we have established a digital offering following the acquisition of the Smartbox Group which provides a voice to those who would otherwise not have one. We have also grown our global footprint to the UAE through acquisition. Caretech makes an incredible difference to people’s lives on a daily basis and joining the Caretech family will be extremely rewarding and exciting.

**Job Purpose:**

To lead the Fostering divisional finance team in supporting the operational teams in the delivery of financial targets. Responsible the Fostering Financial Department.

This is a perfect opportunity for the successful candidate to gain valuable experience within the fostering division and wider finance function to advance their career. The role will challenge the breadth of the candidate’s competencies ranging from technical skills to softer communication skills, whilst additionally knowing that you are making a real difference in people’s lives.

**Main duties & responsibilities:**

* Undertake Key Leadership role within the Fostering Division. Working to support the Managing Director to ensure budgetary compliance, evaluate new development opportunities and enhance commercial awareness.
* Providing financial direction, support and guidance to the Heads of the various businesses within the Division to ensure they are financially literate and operating efficiently with regard to established targets
* Consolidation of monthly results and forecast for the Fostering services.
* Work with Managing Director & Commercial Director on strategy
* Lead divisional Budget process (With Managing Director)
* Manage, mentor & train Fostering Finance team based in Kent. Team is responsible for Foster Parent Payments and billing LA.
* Lead Month End process & review monthly homes Gross profit and EBITDA; taking action where appropriate. Prepare Month End Commentaries.
* Review all fees to ensure that pricing is appropriate.
* Prepare costings for new referrals & review fees on regular basis
* Work with Accounts Receivable & Operations to collect debt promptly
* Review & sign off payroll
* Work with senior team on Financial aspects for all Organic Development proposals
* Prepare capital investment proposals for Board. Review timelines and P&L expectations through project life
* Work with Commercial Director to ensure that all key Financial deadlines are achieved & that results are accurately reported
* Assist with Financial due diligence of acquisitions & post purchase integration.
* Dig behind the numbers to understand key trends
* Any other duties requested from time to time, as might reasonably be required, commensurate with the role.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * **Qualified Accountant**
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| **Experience** | * At least five years’ experience in a similar multi –site position
 | * Working in a similar role within the Health & Social Care sector; specifically Children’s services
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| **Knowledge** | * Strong commercial acumen
 | * Some knowledge of the market context
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| **Skills & Competencies** | * Evidence of success in managing a dispersed finance department and meeting deadlines on all aspects of reporting and analysis
* Evidence of active engagement with external stakeholders in commercial negotiations
* Evidence of working closely with non-financial managers to improve performance
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| **Attitude** | * Flexibility
* Willingness to travel
* Strong team player
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