Senior Commercial Finance Analyst

## Job details

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| Job title: | Senior Commercial Finance Analyst |
| Department: | Finance |
| Location: | Home  *(or local premises as required/appropriate)* |
| Reporting to: | Finance Lead – NHS |
| Direct reports: | N/A |
| Job purpose: | Vita is an ambitious and innovative organisation, seeking a talented individual to join the Finance team to help the business drive continued growth.  This role spans multiple contracts and product lines (physical and mental health) across our NHS Market Unit, ensuring high standards of commercial performance across the portfolio.  The post-holder will be the key conduit between the business and Central Finance, supporting projects, innovation & proposition development, operational support, and ensuring month end results are accurate, understood, and reflective of trading.  Seeking a candidate with a solid financial grounding and strong desire to apply this in a commercial setting. The ideal candidate is adept at financial/commercial modelling, driven, articulate, curious by nature, and committed to pursuing a path of continued development.  We will provide high levels of support, guidance, plus autonomy to help facilitate the individual’s growth and development. Progression opportunities will exist. |
| Accountable to:  (where applicable) |  |
| Responsible to:  (where applicable) |  |
| Role and Responsibilities: | Management of P&L results for the market unit, ensuring results reflect trading and interpretation of results is widely and consistently understood by stakeholders.  Management of cashflow enabling the business to utilise reserves to fuel future growth.  Maintain trading outlook, ensuring operational decision-making supports delivery of financial targets.  Deliver budgets and forecasts, along with ad-hoc scenario planning, to ensure operational activity targets reflect changing trading conditions and business goals.  Track new business performance against assumptions from bid stage, ensuring maximum value is leveraged and learns are fed back in to bid/new business teams.  Develop close working relationship with Service Leads and other key stakeholders within the business to ensure achievement of commercial goals.  Develop deep understanding of performance across portfolio service lines, identifying risks, opportunities and driving actions to improve commercial outcomes.  Work with key stakeholders as required including Finance Lead, Director of Transformation, Project Management and Service Leads tracking transformation projects and managing delivery timelines and benefit realisation.  Collaborate with Service Leads to implement new propositions at service and customer level and embed these into BAU.  Any other reasonable request as required. |
| Clinical Governance:  (where applicable) | N/A |
| Training and supervision: | Maintain professional accreditation |
| Additional information: | Some travel including occasional overnight stays may be required |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | Nearing completion of formal accountancy qualification (ACCA, CIMA) | Formal accountancy qualification (ACCA, CIMA)  University degree such as BA (Hons) or BSc |
| **Experience** | Experience working in a dynamic / fast paced environment in a finance or business function.  Practical experience of managing, analysing, and communicating month end P&L results.  Evidence of effective stakeholder management, especially with those outside of Finance.  Evidence of identifying needs for change and leading stakeholders through proposed solutions. | Experience working in a business-facing/partnering environment.  Leadership experience including stakeholder management and coaching.  Project accounting / management experience |
| **Skills/knowledge** | Advanced excel skills.  Written and communication skills.  Proven ability to understand the key drivers behind financial results | Operational experience outside of the Finance function |
| **Specialist training** |  | Microsoft Dynamics |
| **Personal competencies and qualities** | Committed and professional approach to work, focussed on driving value into the business/market unit.  Committed and professional approach to personal development, focussed on developing skills and development with a view to future progression.  A team player, acting as role model for peer group and less experienced Finance team members.  Highly effective communication (verbal and written) and presentational skills.  Ability to effectively prioritise, self-motivated and adaptable in a fast-changing environment.  Ability to work under pressure.  Commitment to abide by the company and service principles, policies, and procedures.  An awareness of and commitment to supporting and facilitating diversity and inclusion.  Must be legally entitled to accept and perform work in the UK |  |

Version Control

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| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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