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**Job details**

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| **Job title** | Group Financial Controller |
| **Department** | Finance |
| **Location** | Home |
| **Reporting to** | Chief Finance Officer |
| **Direct reports** | Three |
| **Salary** | Dependent on experience |
| **Start date** | ASAP |
| **Job purpose** | As Vita Health Group continues to grow, we are now seeking an experienced and ambitious Group Financial Controller to provide financial oversight, rigour and leadership in order to help the business achieve our strategic ambitions.  Working closely with the Chief Finance Officer, this role will act as the conscience of the business, ensuring our financial reporting, governance and compliance adhere to relevant accounting standards and tax legislation. The role will also be pivotal in providing financial oversight and due diligence in M&A activity as we seek to expand in our existing markets and diversify into new markets.  This is a senior role who will have significant autonomy and work alongside multiple Directors of the business. Effective communication and leadership skills are essential, along with an inner drive for continuous improvement. |
| **Roles and responsibilities** | The post holder will be expected to work alongside the Chief Finance Officer and Chief Executive Officer, with responsibility for:   1. Effective cash management 2. Identification and implementation of mechanisms that drive improved efficiency and profitability 3. Accountable owner of Balance Sheet, Statutory Accounts and external audit relationship 4. Creation and maintenance of effective due diligence mechanisms for future acquisitions and internal reviews of the business 5. Leadership of high performing teams covering Financial Reporting (including Taxation and Company Secretarial), Transactional Finance and Financial Planning and Analysis 6. Financial risk assessment and financial internal audit   **Accountabilities:**   1. Treasury management and cashflow oversight to ensure VHG meets its’ liabilities whilst remaining within banking covenant levels 2. Produce rolling twelve-month cashflow forecast for CFO board report enabling a forward view of the Group’s cash position 3. Manage banking relationships and provide MI to main external banking partners 4. Review of Balance Sheet with CEO and CFO explaining key drivers and movements 5. Overall sign-off for all balance sheet accounts on a monthly basis 6. Oversight of monthly management accounts process and production of consolidated results 7. Sign off payrolls with Group HR Director 8. Overall responsibility for debtors ensure debtor days kept within agreed KPIs 9. Company secretarial responsibility including liaison with PE Partners on share register and updating information regarding LTIP 10. Accountable for tax and VAT including awareness of latest legislation and its’ impact on the Group 11. Manage relationship with external auditors 12. Member of VHG’s governance and risk committee which manages the overall group risk, responsible for assessment of financial risk |

**Person specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Formal accountancy qualification (ACA, ACCA, CIMA) with at least 5 years post-qualified experience | University degree such as BA (Hons) or BSc |
| **Experience** | Experience of working in a dynamic environment in a finance function  Leadership experience including stakeholder management and coaching  Experience of working with non-finance teams and communicating externally with customers, investors and audit partners at a senior level | Experience of working in a healthcare environment |
| **Skills/knowledge** | Advanced excel skills  Proven ability to understand the key drivers behind financial results  Ability to forensically analyse Financial Statements  Strong technical accounting skills  Solid understanding of Tax and VAT | Microsoft Dynamics/Microsoft Navision  Operational experience outside of the finance function  Understanding of Partial exempt VAT |
| **Personal competencies and qualities** | A committed and professional approach to work  Highly effective communication skills, presentational, general verbal and written  Focus on future performance and demonstrable understanding of key performance metrics  Ability to prioritise, self-motivated and adaptable in a fast-changing environment  Ability to work under pressure, be a team player and act as role model for less experienced team members  Good organisational and time management skills, ability to plan and prioritise own and service workload  Willingness to abide by the company and service principles, policies and procedures  Must be legally entitled to accept and perform work in the UK |  |