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| **Job Title:** | **Commercial Finance Manager** |
| **Reports To:** | **Head of Commercial Finance** |

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| **Job Summary:** | Reporting into the Head of Commercial Finance the Commercial Finance Manager will take full responsibility for reporting on the commercial performance of the care homes under their given remit.  |

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| **Role Responsibilities:** |
| * Full P&L for each care home, with supporting balance sheet reconciliations
* Review and investigation of all variances to budget including discussions with the General Manager and Regional Director
* Presenting the management accounts to the CFO for review
* Production of SOX control evidence
* Responsible for the production and accuracy of the Weekly Reporting for the Group, distributed to the Directors and Senior Managers. Investigating any unusual variances to previous week or budget.
* Responsible for production and accuracy of the monthly Welltower Investor reporting pack, ensuring all reporting ties back to the finalised management accounts and ensuring all deadlines are met in accordance with our reporting requirements.
* Completion of VAT and CIS Returns across the Avery Group where required
* Preparation of annual budget for the care homes within the Group including:
	+ Participation in the budget setting meetings with Regional Director and Operations Director
	+ Influencing the Operations teams budget decisions with a financial viewpoint, whilst considering the impact this may have on the home and it’s residents.
	+ Reviewing budgets against prior year and budgets and actual performance and commenting on major variances
* Leading adhoc projects as they arise, this can vary from the introduction of a new process across all homes to a deep dive investigation into an individual home on specific financial issues

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Experience of improving systems and processes, with consideration for the impact this has on the operation. | E |  |
| Experience of working within a similar role across a multi-site operation | E |  |
| **Knowledge/Skills & Abilities** |  |  |
| Accurate, diligent and able to stick to strict deadlines are essential traits required to ensure we meet our reporting requirements. | E |  |
| Proactive individual, willing to challenge the operations team and take ownership for improving the financial performance in the home. | E |  |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |