

## Role Profile

<b>Role Title:</b>	Projects Finance Specialist – Growth and Corporate Affairs
<b>Department:</b>	Growth and Corporate Affairs
<b>Role Purpose:</b>	<p>The Growth and Corporate Affairs Directorate lead the business communication, external affairs and commissioning support services ensuring strategic direction to the business is known by our staff, stakeholders and customers.</p> <p>The Commissioning Support team are responsible for management of a £11m contract portfolio and the future pipeline of new business for services for older people and people who are homeless. The Projects Finance Specialist will be responsible for a range of tasks including contract review, outturn reports, capital appraisals and service model redesign.</p>
<b>Reporting to:</b>	Strategic Commissioning Manager
<b>Responsible for:</b>	N/A
<b>Disclosure level:</b>	N/A
<b>Role Level:</b>	Frontline Worker

<b>Key Role Responsibilities</b>	<p>Advise and provide timely and accurate financial information on the pricing of either new tenders, extensions to existing contracts or any variations made to existing contracts and for submission to Midland Heart’s business approval processes, ensuring that such financial information meets the organisation’s key parameters. Advice to include whether particular tenders are likely to meet the organisation’s key financial parameters.</p> <p>Develop a strong understanding and expertise in the financial performance of Midland Heart’s supported and retirement accommodation portfolio. Through the interrogation of the Midland Heart’s financial systems, undertake scheme appraisals of any existing business to assess performance against budget and to present findings to the organisation’s business approval processes.</p> <p>In conjunction with the Finance team, monitor the financial performance of retirement and supported living activity to assess whether there are instances of financial underperformance. Where there are instances of financial underperformance, the activity will be interrogated to assess the root of underperformance and how best to improve performance.</p>
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	<p>Support the Commissioning Support Manager in the financial aspects of business cases produced and the implementation of those business cases in respect of different models for providing retirement and supported accommodation.</p> <p>Support the Strategic Commissioning Manager with the financial aspects of bespoke projects that are initiated to further the corporate objectives for supported and retirement accommodation.</p> <p>Support the Strategic Commissioning Manager with the monitoring of contract income to ascertain the indicative level of revenue over different time periods.</p>
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<b>Education, Qualifications and Training</b>	<p>Degree or equivalent</p> <p>Member of a professional accountancy body (ACA, CIPFA, CIMA, ACCA) or part qualification thereof.</p>
<b>Knowledge and Experience</b>	<p>Evidence of interrogation of accounts and development of appraisals to assess the financial performance of relevant projects.</p> <p>Experience of pricing projects for tender submissions</p> <p>Experience of presenting reports, appraisals and tender submissions to senior management</p> <p>Strong experience of managing resources and prioritising time pressures against work portfolio</p> <p>Strong track record of general financial management</p> <p>Strong experience of excel, in particular financial modelling skills.</p> <p>General understanding of the latest trends and thinking in retirement and supported living accommodation</p> <p>Excellent numeracy skills, including a strong proficiency in spreadsheet modelling (i.e. Excel)</p> <p>High levels of attention to detail</p> <p>Committed to the continuous development of staff and self, and high level of self-awareness</p>

	<p>Good presentation skills and ability to articulate financial appraisals into an easy to understand format for stakeholders.</p> <p>High level of influencing and interpersonal skills who can negotiate effectively.</p> <p>Committed to the continuous development of staff and self, and high level of self awareness</p> <p>Good presentation skills and ability to articulate financial appraisals into an easy to understand format for stakeholders.</p>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<p>High level of influencing and interpersonal skills who can negotiate effectively.</p> <p>Ability to think innovatively about the provision of services</p> <p>Ability to deal with sensitive issues with discretion and confidentiality.</p> <p>Ability to handle and thrive in a fast paced environment managing and prioritising numerous priorities</p> <p>Evidence of ability to travel throughout area of operation.</p> <p>Strong personal commitment to working collaboratively and ability to build effective relationships with people of all capabilities and attitudes</p> <p>Be comfortable with our organisations values and be happy to demonstrate these values in action in your work</p> <p>Ability to adapt to situations and able to work well against a background of change and uncertainty</p> <p>A commitment to flexibility in delivery and style to meet business needs and pressures.</p> <p>An ability to communicate with staff and teams at all levels across the Group. Good oral, verbal and interpersonal skills in order to engage and influence.</p> <p>High standards of professional probity</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>