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| **Job Description** |
| **Position**: Finance Manager | **Department**: Finance  | **Job Level:**Senior Manager |
| **Reporting to:** Managing Partner | **Contract:** Permanent  | **Hours per week:** 37.5 |
| **Job purpose** To provide high-level financial management and technical support to the CFO in overseeing the financial operations of TDPG, delivered through the Group’s Ltd company. The postholder will play a critical role in managing and consolidating group accounts, delivering accurate and timely financial reports, and ensuring financial compliance across the practice.Operating at both a strategic and operational level, the role encompasses preparation of monthly and quarterly accounts, oversight of payroll and pensions, VAT returns (Partial Exemption), and cashflow management. The Finance Manager will also lead on contractual and IT systems oversight across the Group, maintain the fixed asset register and stock controls, and supervise key reporting processes for NHS bodies and funding claims (including QoF, IIF, vaccinations, and enhanced services).This role requires a technically competent and detail-driven individual with experience or clear appetite for group consolidations, strong command of NHS-related financial processes, and the ability to identify income opportunities, enforce robust controls, and contribute to the financial health and growth of the Group. |
| **Main Objectives****The key role*** Lead on the preparation and consolidation of Group accounts (Parent, Affiliate & Associate), ensuring accuracy, compliance, and timely reporting across all entities.
* Prepare monthly income and expenditure reports, including full cashflow statements to support informed financial decision-making.
* Produce quarterly management accounts, including variance analysis and performance commentary.
* Oversee accruals, prepayments, and general ledger integrity to maintain accurate financial records.
* Maintain and update the Group’s fixed asset register; oversee stock control systems to ensure accountability and minimise wastage.
* Complete and submit quarterly VAT returns under the Partial Exemption scheme, ensuring compliance with HMRC regulations.
* Manage the full payroll process and pension contributions, ensuring accurate and timely payments in line with statutory and contractual obligations.
* Reconcile all invoices, accounts receivable and payable, and prepare accounts in line with audit and reporting requirements.
* Regularly review insurance cover for the Group (Parent and Affiliate), identifying options for improved protection, cost-effectiveness, and risk mitigation.
* Establish and manage systems for claims, targets, and quality payments (e.g., QoF, IIF, enhanced services), ensuring full income entitlement is captured and underperformance is flagged and addressed.
* Monitor and administer petty cash transactions, ensuring appropriate controls and full audit trails are in place.
* Support with the preparation and submission of financial and performance reports and audits required by NHS agencies (CCG, NHS England, ICB, Area Team), including those related to QoF, Dispensary, IIF, vaccinations, immunisations, and enhanced services via CQRS and other portals.
* Coordinate Superannuation submissions and ensure pension records are accurate and up to date across the Group.
* Conduct regular data validation and search audits to ensure financial claims and coding are accurate and aligned with CCG and NHS reporting expectations.
* Ensure all PPA (Prescription Pricing Authority) reimbursement claims are completed accurately and submitted on a monthly basis.

**Strategic Financial Planning*** Support the CFO and Managing Partner by providing data-driven insights for strategic planning, service redesign, and feasibility analysis of new practice development opportunities.
* Contribute to the evaluation and design of innovative care delivery models and operational improvements, in coordination with stakeholders including staff, patients, the ICB, and external partners.
* Lead on the development of a streamlined payroll infrastructure across the Group, ensuring accuracy, compliance, and integration with HR and finance systems.
* Support the creation of a scalable finance function by refining team roles and responsibilities, with particular emphasis on embedding payroll and contracts as core operational areas.

**Information Technology & Systems Oversight*** Work closely with Senior Management Team and mainly the Practice Operations Managers across the Group (Parent and Affiliate) to provide financial input into service planning, contract reviews, and digital transformation projects.
* Ensure compliance with all relevant legislative and regulatory updates, translating changes into effective operational and financial workflows.
* Maintain and monitor the Group’s asset register, ensuring accurate records of ICB- and Practice-owned equipment for audit and accountability purposes.

**Information Management & Communication*** Oversee the effective management of Group-wide mailboxes and digital communications, ensuring timely distribution of key information to relevant teams.
* Implement and maintain clear internal communication systems to ensure all staff are informed of changes to financial procedures, reporting expectations, and operational priorities.
* Support the updating and development of Practice financial and operational policies, including robust procedures for confidentiality, risk management, and audit-readiness.
* Provide responsive day-to-day support to internal teams and external providers on finance-related queries, contracts, and service-level agreements.
* Actively support the Managing Partner and wider leadership team with business transformation, income generation, and change initiatives.

**Human Resources**• Line managing Finance , Payroll and Stock Controller**Skills and experience** **Essential*** Qualified, Part-Qualified Accountant, or QBE (Qualified by Experience with group accounting experience) with demonstrable financial expertise.
* Proven experience in preparing and presenting management accounts, ideally within a Primary Care or similar healthcare environment.
* Strong background in management accountancy, with a solid grasp of financial controls, reconciliations, and reporting cycles.
* Competent user of IT systems, with working knowledge of financial software platforms (e.g. Xero, Quick books, Sage).
* High level of numeracy and strong attention to detail.
* Excellent organisational skills with the ability to manage competing priorities effectively.
* Strong interpersonal and communication skills, with the ability to liaise confidently across clinical, operational, and leadership teams.
* Comfortable working to tight deadlines, following policies and procedures with accuracy and professionalism.
* Sound knowledge of payroll processes, including pensions and statutory obligations.

**Desirable*** Prior experience within the healthcare sector, particularly in GP practices or Primary Care Networks or NHS or Private Healthcare.
* Familiarity with NHS reporting systems such as CQRS, QoF, IIF, or similar.
* Experience supporting or working within a group structure (multiple entities, group consolidations, intercompany accounts).

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