

## Health Data Research UK

### Applicant pack

#### Job description and person specification

<b>Post:</b>	Finance Manager
<b>Location:</b>	Flexible - UK based remote working / or in one of HDR UK's locations
<b>Salary:</b>	£47,000 - £55,000
<b>Reporting to:</b>	<b>Head of Financial Management, Compliance &amp; Reporting</b>
<b>Reportees:</b>	<b>Finance Officer</b>
<b>Contract:</b>	Permanent, full-time

#### About Health Data Research UK

Health Data Research UK (HDR UK) is the national institute for data science in health. Our UK team of experts develop and apply cutting-edge data science approaches to clinical, biological, genomic and other multi-dimensional health data to address the most pressing health research challenges facing the public.

Our mission is to make game-changing improvements in the health of patients and populations through data science research and innovation.

For the first time we are bringing together our unique nationwide data assets and specialists across academia, research and healthcare to unlock knowledge and deliver new insights from molecule to man. By undertaking research at scale, across a population of up to 65 million people, we have an unrivalled opportunity to use data to the highest ethical standards to drive breakthroughs in medical research. This unleashes the potential to improve the way we are able to prevent, detect and diagnose diseases such as cancer, heart disease and asthma.

At Health Data Research UK, we employ talented individuals who bring their own unique skills and experience to support the vision and benefit the whole team.

#### Purpose of the post

##### Health Data Research UK

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The HDR UK Finance Manager will be a key member of the HDR UK team, supporting the Head of Financial Management, Compliance & Reporting to ensure that HDRUK operates at the highest levels of financial probity, accountability and transparency, The Finance Manager will be responsible for operational finance, compliance and controls. The Finance Manager will support the continuous improvement of our financial processes and systems, ensuring they are fit for purpose in our rapidly changing environment by prioritising and driving change to deliver increased efficiency and effectiveness of controls.

## Main Responsibilities

- Month-end and Quarter-end processes:
  - Preparing monthly P&L and Balance Sheet reconciliations
  - Assist in preparing information for internal reports and papers, including Board reports
- Financial reporting
  - Preparation of information and reports for the financial statements
  - Liaison and sharing of information with auditors, tax advisors and other external professional service providers
- Financial operations
  - Support the Head of Financial Management, Compliance, and Reporting in managing HDR UK's operational accounting, including accounts payable, accounts receivable, payroll, treasury management
  - Understand and support HDR UK's financial and business strategies, advising on operational finance implications
  - Advise and contribute to systems improvement and implementation discussions
  - Management of outsourced payroll providers
- Compliance, and internal controls
  - Anticipate the impact to HDR UK of internal, external and legislative changes, ensuring recommended changes to policy, processes and practice are planned and implemented
  - Continually assess the internal controls environment to identify weaknesses, recommend and implement improvements, ensure documentation remains current
  - Ensure compliance with charitable sector regulations and guidelines and updates to the Charities SORP
  - Support with the development and implementation of process and controls improvements, including efficiency improvements and automation where appropriate, and retirement of inefficient/redundant processes.

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- Financial Systems
  - Work with the HDR UK Systems Manger to recommend and support improvements to the financial system
  - Manage existing financial data integrity across current systems and interfaces
  - Provide support for financial systems access, maintenance of delegations of authority, workflows and reports
  - Manage operability of the HDR UK expenses system, including providing support to HDR UK employees and external users
- Other
  - Contribute to the development of the Finance Department strategy and delivery plan
  - Provide training and advice to individuals internal and external to the Finance department
  - Assist with ad hoc reporting & analysis and other activities as required by management
  - Identify training requirements and create opportunities for professional and personal development

## Continuous improvement

HDR UK is dedicated to continuous improvement through our quality management system and demonstrated by our commitment to achieve ISO 9001 accreditation. The post-holder will review, analyse, identify and implement opportunities for quality improvement within their specialism and as part of the wider team through our strategy development and internal audit processes.

## Key contacts/relationships

The post holder will build and maintain effective working relationships both within HDR UK, and our partner organisations. The Finance Manager will have close working relationships with the Head of Financial Management, Compliance & Reporting, the Head of Financial Planning & Analysis, the Finance Officer, the wider finance team and other members of HDR UK. The Finance Manager will also have close working relationships with key external finance service providers, including external auditors, tax advisers, payroll providers, banking partners etc.

## Knowledge, skills and experience

### Essential

- CCAB qualified (ACA / ACCA preferred) with operational finance experience
- Strong technical knowledge of relevant accounting standards and regulatory frameworks, including charity reporting
- Experience of leading the financial year-end processes
- Experience of preparing for external audit and acting as focal point for external auditors

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- Excellent understanding of the controls required within an accounts processing function
- Demonstrable success in process and control change and improvements
- Working knowledge of VAT
- Excellent quantitative skills, use of Excel and finance and accounting systems
- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels.
- Excellent interpersonal skills and ability to handle sensitive issues positively
- Excellent organisational skills, with the ability to manage competing priorities in a fast-paced environment and to working in an agile, flexible and pragmatic way
- Ability to lead and work as part of a team
- Ability to work autonomously and make decisions without supervision
- Ability to process complex information and present targeted messages to different audiences.

#### **Desirable**

- Previous experience of Microsoft Business Central (Dynamics)
- Experience of systems change and/or implementation
- Previous experience in a commercial technology or large non-profit
- Experience with managing external service relationships
- Experience of managing stakeholder relationships within an academic or not-for-profit environment
- Experience of multidisciplinary team working

#### **Dimensions**

- This is a full-time role
- All HDR UK roles are primarily based at the London offices, however we flexibly work across a number of geographical locations. Travel may be required to HDR UK locations and partner organisations.

#### **Application Process**

If you have any questions regarding this role, please email [recruitment@hdruk.ac.uk](mailto:recruitment@hdruk.ac.uk) who will be happy to help.

Please apply through our recruitment portal and please combine your CV and Cover Letter into one document and upload when asked to upload your CV. As part of our recruitment process, you'll be asked Sift Questions which are designed to assess your skills, knowledge and experience.

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## Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

## Values

HDR UK's values guide how we work together within HDR UK and with our partners and other stakeholders:

1. **Transparency:** we will share information, insights and innovations so that we learn faster together.
2. **Optimism:** we believe that we can make things better, that we can do things differently and that we can overcome challenges to create a new and thriving health data ecosystem that benefits patients and the public, the NHS, scientific discovery and industry.
3. **Respect:** we deliver better results when we work in a truly interdisciplinary way. We listen, share and respect a diversity of thought and opinion, perspective and experience. We are inclusive - leveraging and fairly attributing the expertise and capabilities of others.
4. **Courage:** we are leading the way and will be prepared to try new things, take risks, embrace ambiguity and challenge the status quo. We will contribute opinions to shape the future of health data research.
5. **Humility:** we have a lot to learn from others; and aim to be free from pride and arrogance.

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