

Role Specification - Head of Finance

Job Title:	Head of Finance
Location:	Enhanced Care Services HQ, SO16 0BT
Hours:	Part time - 0.4-0.6 WTE
Reports to:	Managing Director
Responsible for:	Business & Finance Manager Finance Coordinator
Remuneration:	£58,000-£62,000 per annum pro-rata (based on 40 hour week) dependent on experience
Version Date:	February 2026

Role Summary

As an experienced finance professional, you will provide leadership to our Business and Finance team. You will manage financial performance and coordinate effective reporting, developing our financial processes and systems to support business growth plans. You will work closely with the Head of Operations to support ECS on the next phase of our growth journey and report directly to the Directors, working as part of the Senior Leadership Group.

As a growing organisation, passionate about high quality delivery, your skills and expertise will be focussed on supporting data driven decision making, leading the business and finance team and working as part of our Senior Leadership Group to ensure ECS remains financially secure and able to invest in our people, equipment and ultimately, our patients.

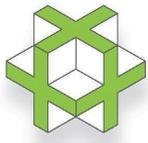
Duties and Responsibilities

Financial Responsibilities

- Provide advice to the Senior Leadership Group and Directors on the financial strategy to help the company achieve its business objectives of high quality sustainable growth.
- Work closely with the Head of Operations to develop and control the annual budget to ensure financial targets are met.
- Prepare financial and management accounts, reporting to the Directors.
- Ensure compliance with financial and legal obligations, and with national and international financial regulations.
- Analyse financial risks and benefits for business initiatives, providing expert advice to the Managing Director and Head of Operations.
- Oversee day-to-day financial operations, including cash flow, account management, and payroll.
- Develop and implement an internal audit program.
- Monitor external contracts and suppliers, working closely with the Head of Operations and wider operations team members to ensure contracts achieve expected financial objectives.
- Handle VAT, PAYE and Tax duties, including corporation tax.
- Liaise with our external accountants to ensure timely and accurate submissions.
- Lead on commercial pricing and contract cost efficiency.

Leadership and Management

- Act as a role model and be an exemplar for the ECS values.
- Lead the Business and Finance team, ensuring high quality support and development.



ENHANCED Care Services

- Ensure the Business and Finance team's Personal Development Reviews / Appraisals are completed in a positive and timely manner, fostering a culture of continuous improvement within a supportive organisation.
- Provide project management and leadership to process change and implementation.
- Support the business through change and growth periods, coordinating corporate finance, debt, taxation, equity and acquisitions, as appropriate.
- Forge strong relationships with key stakeholders.

Quality and Governance

- Support maintaining compliance with regulatory standards across ECS.
- Contribute to the review and development of policy and procedures.
- Participate in service development activity.

Health, Safety, and Risk Management

- Support the maintenance of good corporate governance arrangements including health and safety and risk management.
- Contribute to the reduction of risk to patients, staff, and the organisation from operational activities through risk management, complaint resolution, and incident investigation, ensuring that the organisation learns lessons from experience.
- Support for the health and safety of the ECS workforce.

Equality and Diversity

- Demonstrate an understanding of and commitment to the principles of equal opportunities, equality, and diversity, and wherever possible, promote measures that enhance equality in the provision of services.

Confidentiality

- Maintain confidentiality about personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed by the rights of the subject to access and accuracy; and is protected from accidental loss or damage by the requirements of the Data Protection Act 1998 and ECS policy.

Safeguarding

- Act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Additional

- To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post-holder.
- The post holder will ensure all activities are in line with the organisation's Care Quality Commission-related policies and procedures, making sure standards are met and improved where possible.



Person Specification

Criteria	Essential	Desirable	Assessed
Qualifications and Training			
Educated to postgraduate degree level or equivalent or significant experience of working at a similar level	✓		CV
ACA, ACCA, CIMA or equivalent	✓		CV
Have a good understanding of tax, ideally in relation to education, ambulance and clinical activities	✓		CV
Skills, Knowledge and Experience			
Exceptional commercial acumen and business knowledge, capable of adapting within a growing organisation	✓		CV Interview
Experience in business development and mobilising new opportunities	✓		CV Interview
Experience in employee leadership and coaching, including appraisal/PDR and disciplinary processes		✓	CV Interview
Experience of working as part of a senior leadership team or equivalent	✓		CV Interview
Strong commitment to high standards and quality	✓		CV Interview
Aptitudes and attributes			
Demonstrate excellent interpersonal communication and social skills and exemplary inter-professional working	✓		Interview
Be a strategic thinker	✓		CV Interview
Pro-active, decisive and adaptable with an ability to manage high levels of pressure	✓		Interview
Other position requirements			
Flexible about hours of work to meet the needs of a growing business	✓		Interview