

Job Description

Section/Service: Corporate/Head Office	Department: Finance & Performance
Job Title: Head of Finance, Compliance and Performance Management	Post Ref: FCP

Job Context

Company information: Optalis Ltd (Optalis) is a Local Authority Trading Company owned by, and delivering Adult Social Care in, both The Royal Borough of Windsor & Maidenhead and Wokingham Borough Council.

The Head of Finance, Compliance and Performance needs to provide high quality leadership for the Finance and Compliance aspects of the Company. With an operating budget in excess of £45m pa our team of 700 people delivers a broad range of adult social care services to 5,000 customers with a variety of needs in the community, specialist accommodation and in customers' own homes

We are the first and only organisation in the UK to deliver both provider services and statutory services.

Primary Purpose of Role

Reporting to the Chief Executive Officer, the role has a dual function in terms of

- a) leading and managing the day-to-day operational Finance function by:
 - Ensuring that a high standard of financial processes and procedures is maintained, including all compliance and reporting matters.
 - Providing pro-active financial advice and commercial support, with a focus on Optalis's growth and transformation agendas.
 - Managing the finance team.

- b) providing supervision and oversight of the Compliance, Governance and Performance functions (Quality Assurance, Health and Safety, Information Governance, Management Information) and associated processes, including:
 - Provision of accurate and timely data on quality, compliance and performance standards to the Optalis Senior Management Team (SMT).
 - Supporting Optalis in delivering its contracts and commissioning KPI's for its Local Authority shareholders.
 - Management and delivery of Optalis DPO responsibilities.
 - Supporting the overall Optalis strategy of delivering services which represent best value and quality in a way that supports our vision of fulfilling the potential of every customer, colleague and community with whom we work.

Key Responsibilities in line with our Strategic Objectives

a) Finance

- Develop, lead, support and motivate a 'fit-for-purpose' finance team which performs at the highest levels
- Ensure that all of the company's financial practices are in line in statutory regulations and legislation and are being adhered to and updated as necessary
- Lead on the delivery of an annual budget and managing the financial audit process
- Deliver statutory accounts and any other statutory returns/legal requirements on time
- Develop good working relationships with other members of SMT to help create a culture that is positive, supportive and rewards success in line with Optalis' core values
- Develop an open and trusted relationship with all colleagues which instils a high degree of confidence in the team and the data provided
- Ensure the Senior Management Team (SMT) is fully equipped with all relevant financial operational data to effectively manage the business
- Provide finance reports to the Board of Directors
- Support and assist SMT and SMT+ colleagues with financial analysis required for the effective management and development of their respective services
- Manage the accounts payable and income functions ensuring supplier payments are made on time and income is dealt with in a timely fashion with relevant processes completed
- Contract auditing services to ensure financial monitoring is up-to-date
- Create and maintain relationships with service providers and contractors, including banking institutions and accountants
- Contribute to the company business plan in partnership with senior colleagues.

b) Compliance and Performance Management

- Lead and manage the governance and quality assurance function across Optalis.
- Work in partnership with operational Heads of Service and Service Managers to ensure best practice is embedded into services.
- Ensure contract and Board reports are of a good quality and submitted within the required time frame
- Advise the Senior Management Team and external partners on current and forthcoming legislative changes and government guidance/policy which may impact on the organisation's ability to meet its objectives
- Work with the Head of Provider Services to ensure that all services comply with CQC regulations
- Ensure the company is compliant with its responsibilities in relation to data privacy, information management and governance.

This is not an exhaustive list and may be subject to review and amendment. This role will also undertake any other such duties as reasonably requested by the CEO.

Optalis Company Core Values;

Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of everything we do.

Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

Communication

We ensure two-way communication with our customers and staff; providing clear, accurate information.

Continuous Development

We embrace and drive forward positive change within the organisation.

Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.