



Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

<b>Job Title</b>	Finance Business Partner
<b>Department</b>	Finance
<b>Reports to (job title)</b>	Head of Finance
<b>Direct and Indirect Reports</b>	Yes
<b>Job Grade</b>	D.1

#### Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, “*to be the most innovative and best quality provider of niche health and social care services.*”

Our **Purpose** is, “*to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*”

*We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.*

*We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.*

*We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.*

*We will deliver care and clinical interactions compassionately and tailor them to individual needs.”*

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, “*Provide quality and innovative care solutions to those with complex needs within marginalized community settings.*”

**Date** Choose an item.



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### What you'll be doing (your job purpose)

As the Finance Business Partner, you will provide strategic financial insight and support to clinical and operational teams, ensuring that financial performance aligns with the organisation's objectives and patient care priorities. You'll partner with service leaders to interpret financial results, develop robust budgets and forecasts, and identify opportunities to improve efficiency and value. By translating financial data into actionable recommendations, you will influence decision-making, drive cost-effective service delivery, and support the achievement of both financial and operational targets.

### Your key accountabilities and responsibilities

#### Role Responsibilities

- Lead the annual budgeting, monthly reforecasting, and long-range planning processes across the business.
- Analyse monthly financial performance, identifying key drivers, variances, risks, and opportunities.
- Deliver clear, insightful financial reports and dashboards to senior leadership and key stakeholders.
- Develop and maintain robust financial models to support strategic initiatives and decision-making.
- Partner with Hospital Directors and Care Home Managers to provide financial guidance and ensure alignment with company objectives.
- Monitor key performance indicators (KPIs) and provide actionable recommendations to improve financial outcomes.
- Support scenario planning, investment analysis, and business case development for new initiatives.
- Ensure data integrity and accuracy in all financial reporting and analysis.
- Continuously improve FP&A processes, tools, and systems for greater efficiency and scalability.
- Collaborate closely with HR, Business Development, and other functions to ensure consistency and transparency in financial data and assumptions.
- Lead monthly financial performance reviews with site leadership teams, ensuring alignment on results, targets, and key initiatives.
- Present clear, data-driven analysis of each site's performance against budget, forecast, and prior periods.
- Partner with senior leadership to translate business strategy into financial goals and measurable outcomes.
- Provide forward-looking insights and scenario planning to support strategic decision-making, investments, and resource allocation.
- Identify long-term financial risks and opportunities, offering proactive recommendations to drive sustainable growth.
- Lead the financial evaluation of strategic initiatives, including M&A, new markets, capital investments, and business transformation projects.

Date Choose an item.

- Act as a key contributor in shaping company-wide financial strategy, ensuring alignment with operational and commercial objectives.
- Benchmark financial and operational performance against industry standards to support strategic planning and continuous improvement.
- Influence organisational change by providing data-driven insights that support innovation, efficiency, and agility.
- Provide effective line management through regular 1:1s, fostering team development and a culture of continuous improvement to drive impactful business partnering initiatives.

### General Responsibilities

- To be responsible for the health, safety and welfare of yourself and others whilst at work, including colleagues, residents and visitors to the Home and for alerting the officers responsible to any hazards or potential risks to health and safety.
- To be fully conversant with the HMT policies relating to Safeguarding of Vulnerable Adults and Whistleblowing.
- To ensure compliance with the HMT Information Governance Policy, maintaining an appropriate level of confidentiality around issues that may be personal or commercially sensitive.
- Establishing and maintaining positive working relationships both with colleagues, residents, visitors and other health professionals and agencies.
- To act as an ambassador for the HMT company Vision and Values.
- To promote equality and diversity at all times and across all work activities.
- To adhere to HMT policies and procedures.
- Attend mandatory training days / courses, on or off site, as and when required
- To undertake any other duties and accountabilities which would be lawful, reasonable and appropriate to the role.

Your knowledge, skills and experience	
Significant post-qualification experience in a senior financial role,	Essential
Experience within the healthcare or not-for-profit sector.	Desirable
High level of computer literacy, including a proficient use of accounting software and report writing.	Essential
Excellent leadership, interpersonal, and stakeholder management skills.	Essential
Must be able to work collaboratively with a wide range of staff.	Essential
Effective communication skills.	Essential
Approachable, and calm under pressure. Able to prioritise effectively and manage conflict and competing interest groups.	Essential
Strong commercial awareness and strategic thinking	Essential
Ability to identify and solve problems and think creatively.	Essential
A sound knowledge of accounting principles and best practice.	Essential
Good verbal, written and numerical skills.	Essential

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HEALTHCARE MANAGEMENT TRUST

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Your training and qualifications	
ACCA qualified Accountant	Essential
Advanced Excel skills and experience with finance systems	Essential

#### The way we do things at HMT (our Behaviours)

\*See Appendix 1 attached

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

*All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. Staff are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.*

*Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.*

*Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.*

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder

Date Choose an item.