



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Finance Transformation Manager (fixed term, for 12 months)
Department	Finance
Reports to (job title)	Head of Finance
Direct and Indirect Reports	No
Job Grade	TBC

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.”*



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What you'll be doing (your job purpose)

The Finance Transformation Manager plays a pivotal role within the Finance Team, leading the delivery of process improvement and system change across the organisation following the recent implementation of NetSuite as our new ERP platform. The role will take responsibility for embedding NetSuite into day-to-day finance operations, optimising month-end and reporting processes within the new system, and ensuring the organisation realises the full benefits of the transition; including driving change management efforts and positive adoption by all HMT sites and departments.

Working closely with the wider Finance team and operational stakeholders, the Finance Transformation Manager will drive the redesign and standardisation of finance processes, support user adoption and training on NetSuite, and identify opportunities for automation and efficiency. The role will also act as a key contact point between Finance, operational teams, and external implementation partners, ensuring changes are delivered effectively and that internal controls, policies, and data integrity are maintained throughout the transformation project, which is expected to last for 12 months.

Your key accountabilities and responsibilities

1.	Lead the integration of income and revenue streams into NetSuite, ensuring billing, receipts and revenue recognition are accurately captured, automated where possible, and reconciled to source systems and bank data.
2.	Design and embed robust income processes within NetSuite, improving the accuracy, timeliness and visibility of revenue reporting across the organisation.
3.	Lead the redesign and implementation of the organisation's budgeting and forecasting process, replacing or restructuring existing budget spreadsheets and, where appropriate, integrating them with NetSuite to create a single, reliable source of financial data.
4.	Partner with budget holders and operational teams to embed the new FP&A processes, improving the quality of financial planning and the link between financial and operational performance.
5.	Redesign KPI and management information reporting using NetSuite's reporting and dashboard capabilities, delivering timely, self-service insight to operational teams and senior management.
6.	Lead the revamp of the statutory reporting process, leveraging NetSuite integration to ensure year-end reporting, audit schedules and working papers can be produced efficiently and accurately from the new system.
7.	Identify and deliver automation opportunities across the AP function, improving invoice processing, supplier management and payment accuracy within NetSuite.
8.	Provide communication, training and coaching to the Finance team and wider stakeholders on new NetSuite processes and ways of working, supporting successful and positive adoption and building capability across the organisation.
9.	Work closely with Finance colleagues, operational teams and external implementation partners to redesign financial processes, strengthen internal controls and enhance the quality, timeliness and integrity of financial data throughout the transformation.



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| 10. | Act as a bridge between Finance, operational teams and external partners, translating business requirements into system and process improvements that maximise the value of NetSuite and associated tools. |
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Your knowledge, skills and experience	
ACCA or AAT part qualified, working towards full ACCA qualification	Essential
Excellent IT skills , advanced level	Essential
Experience with systems such as NetSuite or history of ERP Implementation projects	Desirable

The way we do things at HMT (our Behaviours)
*See Appendix 1 attached

Note: This job description is an outline of the job, setting out general responsibilities and tasks the job holder may be required to undertake. It is not an entire reflection of the role and you may be required to carry out other duties and responsibilities from time to time. The job description will also be subject to change in-line with the needs of the business.

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.

We require that mandatory training is current and will expect you to participate and undertake further developmental training specific to the role.

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

Signed.....

Date.....

Job Holder



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