



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>	Group Financial Controller
<b>Department</b>	Finance
<b>Reports to (job title)</b>	Head of Finance
<b>Direct and Indirect Reports</b>	Yes
<b>Job Grade</b>	

#### 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.

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

As the Group Financial Controller, you will lead the organisation's financial control, reporting, and governance framework, ensuring the integrity, accuracy, and timeliness of financial information across the group. You will oversee statutory reporting, financial compliance, and internal controls, providing assurance to senior leadership and supporting effective decision-making.

You'll manage group-wide financial processes, including month-end close, consolidation, and audit, while developing strong financial disciplines and consistent standards across entities. By delivering high-quality financial reporting, strengthening controls, and driving continuous improvement in financial processes, you will safeguard the organisation's financial position and support sustainable growth in line with strategic and operational objectives.

### Your key accountabilities and responsibilities

#### Role Responsibilities

- Lead the group-wide month-end close process, ensuring all system-generated reports fully reconcile to the trial balance for each site and entity.
- Ensure all month-end data, reports, and supporting schedules are accurately completed, reviewed, and stored in a central repository with appropriate access for stakeholders.
- Own and maintain the financial control framework, ensuring compliance with FIN01 and other internal policies, including accurate tracking and governance of CAPEX spend.
- Oversee the preparation of accurate monthly management accounts, working closely with the Head of Finance and Finance Business Partners to provide timely, high-quality analysis and commentary.
- Oversee the Purchase Ledger function within the management accounts team, ensuring invoices are fully authorised, correctly coded, and paid in line with agreed supplier terms.
- Act as system owner for Net Suite and Tipalti, ensuring weekly invoice approvals are completed, no backlogs occur, and providing regular reporting on approval status by site.
- Ensure the Chart of Accounts and nominal structures support effective departmental budgeting, site-level reporting, and Power BI dashboards.
- Oversee payroll and billing processes, ensuring accuracy, completeness, and timeliness, and that payroll costs and revenue are correctly reflected in the general ledger and management accounts.
- Ensure payroll controls, reconciliations, and approvals are robust, compliant, and aligned with HR data and contractual arrangements.
- Ensure billing processes are efficient and accurate, with appropriate controls to support revenue recognition, cash collection, and site-level performance reporting.
- Assist with the preparation of weekly cash flow forecasts covering all sites and head office, providing visibility of short- and medium-term liquidity.
- Lead and support the preparation of year-end and statutory accounts, ensuring compliance with accounting standards and regulatory requirements.

Date Choose an item.

- Act as the primary point of contact for the annual audit, building strong relationships with auditors, coordinating deliverables, and resolving audit queries and findings effectively.
- Ensure data integrity and consistency across all finance systems, including CC8, Net Suite, Tipalti, Dimensions, Factory Master, Focal Point, iTrent, Coolcare, Capture, and WASP.
- Review, maintain, and improve financial system workflows to ensure they are fit for purpose, scalable, and aligned with operational needs.
- Create and chair cross-functional and cross-site system and process improvement forums, driving timely implementation of enhancements and improving user experience.
- Respond to financial queries from operational and corporate stakeholders by gathering, analysing, and clearly interpreting financial data.
- Partner proactively with Hospital Finance Business Partners and operational leaders to ensure strong alignment between financial control, reporting, and business performance.
- Promote and embed a culture of continuous improvement, strong governance, and accountability across all sites and finance teams.
- Lead, coach, and develop members of the financial control team through regular 1:1s, clear objectives, and a focus on capability building.
- Demonstrate and role-model a collaborative, structured, and supportive finance culture, with high standards of control and true business partnering at its core.

#### 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

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HEALTHCARE MANAGEMENT TRUST

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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

#### 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.*

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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.