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| <b>Role title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Financial Controller                                                                                                                                                                                         | <b>Grade</b>     | Senior Leader / Finance Operations Director |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Chief Technology & Finance Officer (CTFO)                                                                                                                                                                    | <b>Location</b>  | Darlington office                           |
| <b>Job family</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Finance                                                                                                                                                                                                      | <b>Job Code</b>  |                                             |
| <b>Role Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                              |                  |                                             |
| <p>The Financial Controller is the operational finance leader within HCI's Finance &amp; IT Directorate, responsible for all financial management, reporting, treasury, accounts payable and income management across the Group's 146 care homes. Reporting to the Chief Technology &amp; Finance Officer (CTFO) and directly managing the Group Management Accountant, Treasury &amp; AP Manager and Sales Ledger &amp; Debtors Manager, the postholder ensures financial records are accurate, controls robust and reporting timely. Given HCI's US investment trust ownership, the Financial Controller is the day-to-day owner of the SOX Section 404 internal controls framework across all finance operations, and is capable of certifying reporting to the US parent in the CTFO's absence.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                              |                  |                                             |
| <b>Main Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                              |                  |                                             |
| <ul style="list-style-type: none"> <li>• Direct the Group Management Accountant, Treasury &amp; AP Manager and Sales Ledger &amp; Debtors Manager, ensuring financial records are complete, accurate and maintained to standard.</li> <li>• Oversee month-end close and ensure management accounts are produced within timetable; act as CTFO deputy for all finance operations, including investor trust reporting.</li> <li>• Own the day-to-day operation of the SOX Section 404 internal controls framework across all finance functions, applying the COSO framework across all five components.</li> <li>• Maintain and update the finance controls risk register; document key controls, coordinate quarterly controls testing, and prepare documentation for internal and external SOX auditors.</li> <li>• Identify, assess and remediate control deficiencies, escalating material weaknesses to the CTFO and Audit Committee without delay; ensure readiness for each SOX testing cycle and the annual attestation.</li> <li>• Review and sign off monthly management accounts at home, area and Group consolidated level.</li> <li>• Provide the CTFO with financial analysis including occupancy trends, average weekly fee movements, payer mix analysis and cost per bed benchmarks.</li> <li>• Oversee quarterly and annual reporting packs for the US investor trust; lead the annual budget and rolling reforecast process.</li> <li>• Ensure income is recognised accurately across all funding streams (LA means-tested, CHC, FNC, NHS spot, D2A, top-up, private-pay and respite) and oversee fee rate schedules across all homes and LA/ICB areas.</li> <li>• Lead preparation of statutory accounts and manage the external audit.</li> </ul> |                                                                                                                                                                                                              |                  |                                             |
| <b>Qualifications and Skills Required</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                              |                  |                                             |
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| <b>Qualifications and knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Qualified accountant (ACA, ACCA or CIMA) with significant post-qualification experience. Knowledge of care sector funding streams — LA fees, CHC, FNC, DST and private-pay — and their accounting treatment. |                  |                                             |
| <b>Skills</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Expert ownership of a COSO-aligned SOX Section 404 controls framework, covering documentation, testing, remediation and                                                                                      |                  |                                             |

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|                                                                                                                                                                                                                                                                                  | auditor attestation. Strong technical accounting, statutory reporting and audit management skills. Confident leadership and delegation, able to direct senior managers and review output with authority. Able to produce incisive occupancy, fee mix and cost per bed analysis.                                                                                                                                   |                                                                                               |
| <b>Experience</b>                                                                                                                                                                                                                                                                | Demonstrable experience owning a SOX Section 404 controls framework, including controls documentation, testing, risk register management, deficiency remediation and COSO application. Experience of Group management accounts, statutory reporting and external audit management. Multi-site care, health or hospitality sector background. Experience managing treasury, accounts payable and income functions. | Familiarity with investor trust financial reporting standards and quarterly close timetables. |
| <b>Personal attributes</b>                                                                                                                                                                                                                                                       | Committed to HCI's values of Quality, Innovation, Compassion, Integrity and Respect.                                                                                                                                                                                                                                                                                                                              |                                                                                               |
| Special features                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                               |
| An Enhanced DBS disclosure is required for this post. A DVLA licence check is required in line with HCI insurance policies. This role is based at the Central Support Office, Darlington, with regular office attendance required and some travel to homes and regional offices. |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                               |
| Dimensions:                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                               |
| 146 care homes across England, Scotland and Wales, with combined capacity of approximately 8,000 residents. Three direct reports: Group Management Accountant, Treasury & AP Manager and Sales Ledger & Debtors Manager.                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                               |