

Head of Finance

Why community pharmacy, and Community Pharmacy England?

Community pharmacies (sometimes known as local or high-street pharmacies) are a hugely important sector in England and a part of the extended NHS family. Pharmacy businesses come in various shapes and sizes, from independent family-run businesses with a single pharmacy, through to bigger companies operating nationwide. The sector offers a wide range of clinical and public health services, alongside the dispensing of medicines, and will undoubtedly continue to change in line with the changing requirements of the NHS and expectations of the public.

Community Pharmacy England represents all of the 10,000+ community pharmacies across the country. We represent community pharmacy businesses of all sizes in England and are responsible for negotiating the NHS Community Pharmacy Contractual Framework (CPCF) under which all community pharmacies operate. Our role includes negotiating funding and pharmacy services with HM Government and the NHS; championing pharmacies and providing information and guidance for pharmacy owners and teams. We work closely with everyone in the community pharmacy sector, including the Local Pharmaceutical Committees (LPCs), to meet our goals and to promote the value of community pharmacy.

1. Scope of role

This post offers the opportunity to fulfil a senior finance and central administration role as part of a small friendly supportive organisation.

The post holder will be responsible for:

1. Creating and implementing financial policies and procedures
2. Preparing, analysing and presenting financial statements and reports
3. Ensuring compliance with legal and regulatory requirements
4. Assessing risk and return in investments and financial activities
5. Managing and developing the finance team
6. Providing senior oversight of personnel, property and IT

2. Job specification:

Key purpose: To provide strategic management of all aspects of the finance function, and to provide senior oversight for other key central administration functions

Reports to: Director of Pharmacy Funding

3. Postholder requirements

a. Education/Qualifications

- Full or part qualified CCAB

b. Experience

We are keen to hear from applicants with a range of experience, with the following all being advantageous:

- Experience of heading up an accounting function
- Experience of making presentations to senior organisation members
- Experience with the management of HR, property and IT contracts

c. Skills and abilities

The successful candidate will be expected to demonstrate:

- Highly developed accounting and presentation skills
- Strong interpersonal skills, and the ability to develop good working relationships with a range of stakeholders, particularly team members
- A flexible and responsive approach to changing work demands
- Self-motivation and working well under pressure
- The ability to problem-solve and make decisions independently
- Proven time management, prioritisation and organisational skills
- Excellent attention to detail
- A good working knowledge of Microsoft Word, Excel and PowerPoint, and accounting software

4. Role Details

- **Job title:** Head of Finance
- **Salary:** to £70,000 (dependent on experience)
- **Employment type:** Permanent, full-time position
- **Location:** Hybrid working (remote/central London). This role is offered under hybrid working arrangements with requirements to attend/work within the office environment, when required to do so in accordance with the Line Manager's request.
- **Reports to:** Director of Pharmacy Funding
- **Hours per week:** Full-time position of 35 hours per week, Monday-Friday
- **Holiday allowance:** 25 days paid holiday plus Bank holidays

5. Application process

Applicants should send an up-to-date CV and covering letter with 'Application for Head of Finance' in the subject line of the email to shine.brownsell@cpe.org.uk

Please note applicants must be based and have the right to work in the UK.

Applications close on Sunday 14th April 2024. Note, the application process may close earlier if high volumes of applications are received.

Whilst we really appreciate your interest in this vacancy, due to the anticipated high volume of applications we may only contact you if you are successful in getting through to the interview stage.

Interviews and written tests will be conducted either in person or via Zoom/Teams/email.

No recruitment agencies please.