

1. Job details	
Job title	Commercial Accountant
Salary band	Band 1
Accountable to	Director, Finance & Corporate Services

2. Job summary
<p>The Commercial Accountant will be responsible for providing a best-in-class business partnering service, primarily for the National Bid Team (but extending to other income generation operations i.e. Fundraising) and is responsible for the pricing/costing of St John bids, tenders, grant applications, contract negotiation, monitoring of actual outturn against the pricing/costing submitted and the associated internal and external reporting requirements. The incumbent will provide high quality analysis and business insight to both support and influence strategic decision making by St John's management teams.</p> <p>As well as supporting on pricing the role also includes managing KPI's and assessing the performance of contracts to input into the learning culture at St John.</p> <p>The incumbent should have a successful track record in delivering the above, preferably in Ambulance Trust / CCG bids and understand commissioning frameworks with the ability to build relationships with and influence a variety of stakeholders. This role requires excellent communication / negotiating skills, including good presentation and logical argument and challenge at high-level meetings and the ability to work with stakeholders both internally and externally including senior management.</p>

3. Main duties and responsibilities	
1	Provide a best-in-class finance business partnering service to St John, including Budget Holders, the Senior Management and Executive Teams and the Trustees, on all matters concerning commercial activity across the organisation.
2	Provide strong support to the Finance Team and Business Partners through the delivery of high quality business and financial analysis with detailed outcomes and benefits, to identify and present coherent rationales for change, to support continued coordinated, consistent and effective delivery of services across St John.
3	Business Partner the organisation at all levels on pricing bids and strategies including being a critical friend and adding value to financial decisions
4	Provide financial acumen and support to St John's income generation teams, including pricing and financial analysis of new and existing contracts / grants and development of process efficiencies and definition of solutions for operational effectiveness of the Bid Team, with a focus on minimising bid/tender/grant cycles.
5	Actively participate in tenders and bid proposals: attending meetings and discussions with external parties, prospective clients and stakeholders; leading on detailed or complex financial negotiations and contributing to successful gain of business and contract extensions.
6	Provide detailed and robust financial and data analysis for projects, business cases, bids, and tenders.
7	Contribute to Contract Management and Partnership Strategies.
8	Lead on the development of KPI's to monitor and evaluate performance, including lessons learned on past contracts and be a proactive advocate for improved service delivery and efficiency. Support the preparation and reporting of Finance and Corporate Services directorate KPI's.
9	Support the Finance team to simplify and continually improve St John financial processes to provide both internal and external customers an efficient and effective finance experience. Lead on activity to drive consistency across the team.
10	Lead on the Bid team's development to increase its deliverables and success, and to improve its processes and procedures including developing a library of pricing templates for frequently required calculations e.g. salary, property, travel and subsistence, etc. Support on the
11	Provide effective and consistent line management to direct reports, creating a culture that is in line with SJA values and ensures effective service delivery and well motivated and engaged staff.
12	Perform any other duties commensurate with these responsibilities, the band of the post and the skills and qualifications of the post-holder.

4. Person specification			
Requirements	Essential and desirable criteria		Method supporting assessment
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Education and qualifications			
Educated to degree level or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Professional Accounting Qualification (ACA, ACCA, CIMA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Experience			
Experience in leading a team to deliver a best-in-class business partnering service across an organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Track record of delivering high quality business and financial analysis, that provides insight into; business outcome drivers, the future business state, alternative scenarios and options.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience in pricing and analysing both commercial and public sector contracts; bids / tenders / grants, ideally Ambulance Trust, CCG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience in developing and producing insightful finance KPI's.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience in negotiating contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience analysing past contracts to understand good/poor decisions on price / contract terms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience in leading, developing and motivating a high performing team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Is naturally curious and has a genuine interest in change and technology, takes personal ownership and possesses a flexible 'can do' mind set.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Understands commissioning frameworks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Business acumen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Analytical thinker and problem solver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	interview
Excellent people management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	interview
Excellent influencing and negotiating skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Microsoft technologies at an advanced level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	interview
Manage and resolve conflicting priorities and stakeholder concerns	<input checked="" type="checkbox"/>	<input type="checkbox"/>	interview
Build and maintain effective networks both internally and externally	<input checked="" type="checkbox"/>	<input type="checkbox"/>	interview
Motivation			
Ability to work on own initiative and highly motivated to achieve both personally and with the team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview

This job description is intended as an indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: JTK

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