

## **Job Description**

<b>Job title</b>	Business Support Manager
<b>Location</b>	Preston / Morecambe

### **Position Overview**

Holywell Care Group is a leading care provider in the UK, dedicated to delivering exceptional care services across care homes, domiciliary care, and children's services. Committed to excellence and innovation, we are seeking a skilled Business Support Manager to join our team.

As a Business Support Manager, you will play a pivotal role in ensuring the smooth operation of financial activities within Holywell Care Group. You will be responsible for overseeing accounting functions, managing administrative tasks, and providing strategic support to drive business efficiency and growth.

### **Key Duties**

#### **Business Support:**

Develop and implement strategies to optimize financial performance and operational efficiency.  
Collaborate with department heads to align financial goals with overall business objectives.  
Provide guidance and support to staff regarding financial procedures and best practices.  
Plans work schedules, assigns tasks, and delegates responsibilities to ensure smooth operations.

#### **Accounting Management:**

- Oversee all aspects of financial accounting, including but not limited to budgeting, invoicing, payroll, and financial reporting.
- Ensure compliance with accounting principles, regulations, and company policies.
- Analyze financial data and generate reports to inform decision-making processes.
- Coordinate with external auditors for annual audits and regulatory compliance.

#### **Correspondence and Enquiries Management:**

- Advise on the handling of all correspondence and enquiries related to accounts, sales, statistical records, and vacancy records.
- Ensure timely and accurate responses to inquiries from internal and external stakeholders.
- Maintain organized records of correspondence and ensure confidentiality of sensitive information.

#### **Insurance Policy Compliance:**

- Ensure adherence to procedures for considering, issuing, amending, and endorsing insurance policies.
- Collaborate with insurance providers to review policies, negotiate terms, and resolve any issues.
- Keep abreast of industry developments and regulatory changes related to insurance requirements.

## Qualifications and Skills

- Bachelor's degree in accounting, Finance, Business Administration, or related field (Master's degree preferred).
- Proven experience in accounting and financial management.
- Strong understanding of accounting principles, regulations, and compliance standards.
- Excellent analytical skills with the ability to interpret financial data and generate actionable insights.
- Exceptional organizational and time management abilities, with a keen eye for detail.
- Effective communication skills, both written and verbal, with the ability to interact confidently with stakeholders at all levels.
- Proficiency in accounting software and Microsoft Office.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.

## Additional Information:

- This is a full-time position. 40 hours / week.
- The role holder is required to or be willing to work towards getting a Full UK driving license.
- Competitive salary and benefits package commensurate with experience.
- Holywell Care Group is an equal opportunity employer committed to diversity and inclusion in the workplace.

## Value

- The role holder should present the service in a positive light and should be proactive in making suggestions for how to improve the service.

## Application Instructions:

Interested candidates are encouraged to submit their CV along with a cover letter detailing their relevant experience and qualifications to [info@holywell.care](mailto:info@holywell.care). Please include "**Business Support Manager**" in the subject line of your email. Applications will be reviewed on a rolling basis until the position is filled.

We thank all applicants for their interest in joining Holywell Care Group. Only those selected for an interview will be contacted.