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| **Job Details**  Job Title: Finance Manager  Reports to: Finance Director |

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| **Job Purpose**  Working directly with the Finance Director, the post holder is responsible for the effective and efficient management of the day-to-day accounting and finance operations of the Hospice and its subsidiary company, producing accurate and compliant financial information and meeting all financial governance and statutory obligations. The role holder will have an in-depth understanding of the diverse requirements of the organisation, adopting a business partnering approach to effectively support all operational areas, including clinical, retail, regulated lottery and fundraising activity. |

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| **Duties**  **Key strategic responsibilities**   * To provide a responsive finance and accounting service for operational managers to help them in planning and controlling the work of the charity. * To provide finance partnering services through regular meetings with budget holders, delivering a ‘no surprises’ approach to financial management * To prepare monthly management reports with detailed variance analysis for the FD, wider management team and budget holders. * To contribute to the preparation of annual budget setting, consulting with managers on resource requirements * To lead on the end of year accounting (up to and including trial balance stage) and annual audit process. To support the Finance Director with the preparation of annual Statutory Accounts to meet Charity SORP and Companies Act requirements. * To keep abreast of financial developments across the charity sector by liaising with senior finance staff in other charities. * To deputise for the Finance Director as appropriate   **Financial management**   * To manage the day to day accounting function, dealing with internal and external stakeholder queries in an open and collaborative manner * To take responsibility for the accounting system, ensuring compliance with legislation and accurate and efficient processing of all finance transactions. To ensure that month end activities (journals, accruals accounting) are effectively processed. To provide a monthly whole balance sheet reconciliation, ensuring that all fixed asset information is kept up to date. * To take ownership of ongoing development of Hospice systems, including new methods of income collection and create appropriate financial management processes. * To maintain good working knowledge of all Hospice databases (CRM, lottery and till systems) used to collate financial information and work closely with all database owners to ensure financial data is adequately recorded and can be efficiently transferred to the accounting system * To prepare / review VAT and Gift Aid submissions in line with statutory deadlines and requirements * To maintain appropriate secure banking and payment facilities, including reviewing and updating the bank signatories as required and managing internet banking and other online platforms. Ensuring that fraud prevention procedures are in place and the opportunity for financial loss is minimised. * To liaise with financial institutions, investment managers, financial auditors, HMRC, and other specialist advisers and charity professionals   **Compliance and controls**   * To act as process owner for key finance processes, keeping up to date with technological and operational changes, and identifying opportunities to improve process effectiveness wherever possible * To maintain a robust financial control environment, ensuring controls are adequate for the size and nature of the organisation, and are appropriately reflected in finance processes. * To assist the FD with the development of Finance policy, and to lead on the development and implementation of finance processes. * To maintain documented processes and provide training to the wider hospice team in the implementation of finance processes. * To promote financial awareness across the organisation and develop a culture that improves quality   **Leadership**   * To demonstrate clear, supportive, and effective leadership. * Together with the other heads of department (Clinical, Facilities, Workforce and IT):   + participate in shaping, delivering and disseminating the organisation’s strategic priorities   + Problem-solve at operational level   + Feed into Senior management deliberations on continuous improvement initiatives * To keep the Senior Management informed of changes to legislation * To manage and develop Finance team members, including recruitment and performance management so that their performance meets the current and future needs of the Hospice. * To delegate responsibilities within the team as appropriate, prioritising activities to respond to changing circumstances and managing multiple processes, to meet individual and team objectives * Promote and foster the Hospice reputation and standing within the community and with all internal and external stakeholders * Be part of the ‘Heads of’ management team, supporting activities to make the hospice a great place to work * Act as a role model for staff and volunteers, setting high standards of quality and performance and accepting accountability for own actions * Empower others to take responsibility for decision making and promote a collaborative culture across the Hospice by developing good working relationships with other managers and staff * Understand and adhere to hospice policies, procedures and codes of conduct   **Other**   * Ensure confidentiality of information at all times * Any other duties commensurate with the grade and post |

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| **Person Specification** | | | |
| Qualifications | Essential | * Qualified accountant with a recognised accountancy body or working towards the final stages. |
| Desirable | * ACA, ACCA or CIMA qualified. |
| Experience | Essential | * Providing appropriate financial advice and support to managers * preparing management accounts, including month end adjustments * setting, and monitoring budgets * analysing data and forecasting trends * presenting financial information in a variety of formats * using computerised accounting software packages * driving continuous process improvement |
| Desirable | * working in the Charity or Hospice sector * reporting to the Charity Commission, Companies House and HMRC * proven ability to lead / supervise and motivate others. * working with volunteers * creating and documenting new processes |
| Skills and Knowledge | Essential | * solid knowledge of financial and accounting procedures and control processes * Excellent problem solving and analytical skills. * High level of computer literacy and comfortable using multiple databases * Advanced excel skills, including importing and manipulating data. * Exceptional attention to detail * Working knowledge of accounting software and Microsoft Office in particular Excel. * Ability to record information in a concise, accurate and legible manner. * Well-practiced communication skills (verbal and non-verbal) at all levels and to all stakeholders * Ability to work under pressure and meet targets and deadlines. * Able to manage highly diverse workstreams. |
| Desirable | * Experience of reporting in a charity setting * using Sage 50, ICompleat, Raisers Edge, Azurri and Importomatic * knowledge of Charity Commission regulations * knowledge of Gambling Commission regulations |
| Aptitudes and Personal Characteristics | Essential | * Able to work in a busy office environment that has regular interruptions and in a small team that requires daily hands on support * Willingness to take on responsibility and work on own initiative. * A positive, can-do attitude, with a flexible approach to changing priorities. * Ability to adapt to and contribute to a changing environment. * Calm and objective in the face of competing priorities * Confident and approachable, willing to help and support others. * Ability to manage time, plan workload effectively, be self-motivated and meet deadlines. * Sufficient personal resources to work effectively in a palliative care setting |
| Desirable | * Recognition of own limitations * Clean driving licence |

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| **We are inclusive**  We believe that equality of opportunity and freedom from discrimination is a fundamental right for everyone, and that diversity within our organisation and our community is a strength to be valued, promoted and developed.  Being a part of and supporting such a diverse community, it is vital that our staff team represents the community in which we work. We welcome applications from people from all walks of life and backgrounds irrespective of people’s age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.  We understand that people perform better when they can be themselves and that by creating an environment that includes everyone, our staff will perform to their full potential.  We do not discriminate against employees or job applicants and select the best person for each job based on relevant skills and experience.  **Commitment to Sustainability**  East Cheshire Hospice are committed to act responsibly, consider the wider implications of our actions, and strive to better our practices to minimise waste, energy and our carbon footprint whilst achieving the charity's service objectives and ensuring patient care is not adversely impacted.  **Safeguarding Statement**  At East Cheshire Hospice we are committed to creating and maintaining a safe and secure environment for all individuals. Safeguarding is a top priority for us, and we expect every staff member to share this responsibility and be aware of their role in protecting vulnerable individuals.  All employees must adhere to our safeguarding policies and procedures, which are designed to prevent harm, abuse, or neglect to individuals within our care and those who work for the organisation. We expect our staff to be vigilant, take immediate action when concerns arise, and report any safeguarding issues promptly to the designated Safeguarding lead. |