

## Job Description

Job Title: HEAD OF FINANCE

Department: Finance

Responsible to: Chief Executive

Agenda for Change: Band 8a



## Job Purpose

You will ensure that financial recording, reporting and forecasting procedures are in place and operating effectively for Hospice of the Valleys.

You will provide sound financial advice to the Trustees and the Chief Executive.

You will be responsible for overseeing the day-to-day financial management of Hospice of the Valleys.

You will play an active role in the Leadership team of the charity helping to deliver the strategy and the goals of the organisation.

## Job Summary

Monitor and manage the company's annual operating budget to ensure that all financial targets are met and that compliance with financial and statutory regulations complied is maintained.

Have overall responsibility for the SAGE database in recording, reporting and setting up budgets for Hospice of the Valleys

Manage internal payroll procedure (including NHS Pension contributions)

Ensure that the charity benefits from maximising Gift Aid income and charitable benefits around VAT.

Work with the chair of the Finance Committee to ensure that reporting, monitoring updates meet the governance needs of the charity.

Work with department leads in planning annual and project related budgets

Provide regular budget monitoring reports and updates to the Board of Trustees, sub-committees, the Chief Executive and department leads

Liaise with the appointed auditors and oversee the preparation of the company's financial accounts to ensure that these are presented accurately and on time.

Support the Income Generation Team in providing costings for activities for external communications and applications to potential funders.

To prepare and submit corporation tax and VAT returns as required, taking specialist advice as necessary.

Carry out all necessary actions to ensure that the company meets its financial and legal obligations.

Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the company, including an internal audit programme.

Monitor and evaluate external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company.

Monitor the performance of the Robin Judah Fund, liaising with our broker and provide regular forecasts to allow the Board and Leadership Team to make informed decisions about service changes and development.

Play a key role in proactively supporting the annual planning process, and in the development of the charity's strategic planning.

Provide line management and support as appropriate to the Hospice's Finance Officer.

To provide cover for, and complement the work of, other finance staff.

Any other duties that may be reasonably requested, commensurate with ability and experience.

### **Learning & Development**

Positively commit to Hospice of the Valleys' performance management process including annual appraisals and one to one meetings, taking responsibility for personal professional development.

Deliver and participate in education programmes and specifically attend teaching identified to meet your development aims and objectives and the objectives of the organisation.

Participate in all statutory and mandatory training as required.

Keep up to date with reporting requirements from Companies House, the Charity Commission and other external monitoring bodies.

### **Professional**

Work to maintain the values, mission and aims of Hospice of the Valleys.

Practice and promote confidentiality at all times, complying with the Hospice's GDPR policies appropriate to your area of work.

Demonstrate efficient time management and flexible attitude to working patterns.

Work within Hospice policies, procedures and guidelines.

Treat everyone with respect and dignity.

### **Communication**

Communicate respectfully in an open, accurate, straightforward and confidential way with colleagues across the organisation.

Able to effectively communicate financial information to non-financial colleagues at all levels.

### **General Responsibilities**

Respect and support all colleagues, working collaboratively across the organisation.

Maintain a professional, friendly and positive influence, maintaining awareness of how your behaviour can affect and influence the behaviour of others.

Maintain reasonable care for your health, safety and welfare and that of other people who may be affected by your actions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Hospice premises and whilst working in the community, in other professional establishments or in patient's homes.

To represent Hospice of the Valleys in the community and public domain as appropriate.

Contribute toward clinical and corporate governance agendas as appropriate.

Be conversant with and adhere to Hospice of the Valleys policies and procedures at all times.

This is an outline job description and may be subject to change, according to the needs of the Organisation.

Reviewed / Approved by:	CEO	Date:	May 2022
Signed by Employee:		Date:	

## Person Specification

Job Title: FINANCE MANAGER

Department: Finance

Responsible to: Chief Executive

Requirements	Essential / Desirable	Assessed at Application or Interview
<b>Qualifications / Professional Registration</b>		
Educated to Degree Level	E	A
ACCA/ ACA/ CIMA or equivalent Qualification	E	A
<b>Experience</b>		
Managing/ monitoring budgets for multiple services within an organisation	E	A/ I
Use of SAGE for recording income and expenditure as well as generating reports	D	A/ I
Preparation of annual accounts for audit	D	A/ I
Line management experience	D	A/ I
Managing payroll within an organisation	E	A/ I
<b>Skills &amp; Knowledge</b>		
Understanding of Tax and VAT rules for registered charities	D	A/ I
Understanding of the SORP rules	D	A/ I
Understanding of investment funds	D	A/ I
Able to use data to create financial forecasts	E	A/ I
Experience of working within a third sector organisation	D	A/ I
Advanced level ability in standard office packages (spreadsheet; word processing; database; presentation software) and accounting software	E	A/ I
Able to communicate financial information to non-financial colleagues at all levels	D	A/ I
<b>Personal Qualities</b>		
Excellent attention to detail	E	A/ I
Ability to innovate processes	D	A/ I
Adaptable and a good problem solver	D	A/ I

Excellent communication skills	E	A/I
<b>Other</b>		
Car owner / driver	D	A/I