**FINANCE MANAGER**

## JOB DESCRIPTION

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| JOB TITLE: | Finance Manager |
| GRADE: | 6b |
| HOURS OF DUTY: | 37.5 hours per week, Full Time |
| REPORTS TO: | Head of Finance |
| KEY RELATIONSHIPS: | Head of Finance, Director of Finance & Resources, members of the Senior Leadership Team/Department Heads, Finance Business Partners, Information Analysis team, direct reports, external advisers including auditors, banks, HMRC, VAT advisors, etc, staff & volunteers, external professional colleagues and advisers, Hospice sector peers. |
| RESPONSIBLE FOR: | To lead the day-to-day financial operations of the Hospice. To co-ordinate all audit, accounting and taxation services, ensuring all finance related statutory and regulatory returns are completed, the day-to-day processes and controls are appropriate and comply with relevant policies and procedures, cash flow is monitored, and financial data integrity is maintained. |

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| JOB SUMMARY |
| The Finance Manager has responsibility for the provision of professional financial operations services to support the strategic and operational priorities of Saint Francis Hospice and any related entities.  The Finance Manager provides expertise for financial operations, compliance and controls, financial systems and data. The Finance Manager leads the processes for ensuring the integrity of financial data across multiple systems. Under the guidance of the Head of Finance, the Finance Manager liaises with external advisors for technical finance expertise (e.g. Gift Aid, VAT), banking partners and auditors and advises and contributes to projects with financial system implications  The Finance Manager line managers Finance Clerks to deliver finance operation services to the Hospice, including accounts payable, accounts receivable, stock, cash, banking, etc. services. The Finance Manager leads the submission of all quarterly VAT and gift aid returns, and ensures all reporting and processing is carried out accurately and tasks are completed on a timely basis. |

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| MAIN DUTIES AND RESPONSIBILITIES |
| **Financial transactions and processing**   * To ensure all financial transactions, including accounts payable, accounts receivable, payroll, stock, cash etc, are accurately recorded for the Hospice and any related entities. * To ensure that appropriate records for reporting and audit purposes are maintained, and the day-to-day process complies with relevant policies and procedures. This includes all payments, invoicing, banking, debtor and creditor processes. * To lead cash handling processes, ensuring processes are fit for purpose and complied with, including counting house processes, physical cash collections and banking. * To support maintenance of all Hospice asset registers. * To lead all month end and year end close procedures, including relevant reconciliations, action point clearances, cross-charging, recharging to other organisations, report production etc.   **Internal controls and financial systems**   * To work with and support the Head of Finance to ensure the Hospice has a robust internal financial control environment, including monitoring and ensuring compliance. To support the continual assessment of the internal controls environment to identify weaknesses, recommend and implement policy, process and control improvements * Lead on ensuring finance controls and process documentation remains current. * To support the Head of Finance to ensure the Hospice stays up to date with external and legislative changes, ensuring recommended changes to financial policy and practice are planned and implemented. * To be responsible, under the guidance of the Head of Finance, for the financial systems, processes and controls of the Hospice, ensuring they are fit for purpose and maintain the accuracy and integrity of data and records. * To lead on maintaining the accuracy and integrity of financial data across financial and non-financial systems and interfaces.   **Reporting and compliance**   * To ensure the provision of timely and accurate report packs and other information to Finance Business Partners, Hospice management, project teams and external bodies including monthly management accounts and regular re-forecasts. * To support the Head of Finance with treasury management, cashflow projections, liquidity requirements and maximisation of benefits of cash deposits in line with Investment Strategy and other policies. * To support, and contribute to, and lead where appropriate on, the preparation and filing of all published financial information for the Hospice and any subsidiaries or related entities, including the Annual Report and Financial Statements, Annual Returns etc. * To lead on ensuring compliance with all required financial regulatory filings, including quarterly partial exemption VAT returns and regular Gift Aid submissions, PCI DSS, payroll filings etc * Support the Head of Finance to ensure compliance with financial and finance-related regulations including direct tax, indirect tax, specific statutory regulation, accounting regulations, Charities Act, Companies Act, funding requirements, etc * To ensure the provision of timely, accurate and complete data to auditors and other advisers.   **Financial strategy, planning, budgets**   * To contribute to the budget and forecast processes for the Hospice, advising where required on technical financial impacts of future plans including projects and business plans. * Support the Head of Finance and the wider Finance team to prepare the Hospice total budget and forecasts, analysis and commentary, including advising on any areas of interest or concern * Lead on ensuring the Hospice budgets and forecasts are accurately recorded in the finance system. * To contribute to the Finance department strategy and plans   **Financial expertise and advice, external advisors**   * Support and assist the Head of Finance, to liaise and co-ordinate with the Hospice’s external auditors, bankers, tax advisors, insurance brokers, cash processors, investment managers, other professional financial and legal advisors, financial regulators, etc. * Work with the Head of Finance and external advisors to ensure financial expertise, and financial analysis, advice and guidance is provided to the Hospice, in particular on VAT, gift aid and other technical financial aspects of projects, business cases etc.   **Training and continuous improvement**   * To motivate and manage two members of staff * Assist the Head of Finance in the development of the finance team, building the team members skills and competence as appropriate * Support the design and delivery of training of non-finance staff, ensuring they understand key finance-related policies and procedures including expenses and PCI * To support, contribute to and promote continuous improvement of financial information, reporting, processes and technologies * To support the establishment of service and performance targets for the finance operational team, and to lead monitoring and delivery in line with these targets.   **Other duties**   * To line manage two members of staff * Provide ad-hoc financial support and advice as requested; preparing and presenting reports and/or analysis as may be required. * Develop and maintain professional working relationships with the wider Finance and Resources teams. * Network widely with staff across the Hospice while working closely with the Finance team to ensure finance department objectives are achieved. * Respond in a timely manner to requests for support from on any financial, statistical or administrative matter. * Other duties as required from time to time |

PERSON SPECIFICATION

# FINANCE MANAGER

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| **E = ESSENTIAL** | **D = DESIRABLE** |

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|  | **Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning** | | |  | |  |
|  | **Compassionate –** we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.  **Collaborative** – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.  **Creative –** we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working. | | | **E**  **E**  **E** | |  |
|  | **Leadership skills** | | |  | |  |
|  | **Qualifications & Training** | | |  | |  |
|  | Professional Accounting Qualification (e.g. ACCA, ACA, CIMA, CIPFA) at degree level or equivalent experience. | | | **E** | |  |
|  | Evidence of continuing professional education | | |  | | **D** |
|  | **Experience** | | |  | |  |
|  | Solid track record of effectively managing workloads, effective delegation and prioritisation and delivery of objectives | | | **E** | |  |
|  | Experience of delivering financial operations in charity sector organisations | | | **E** | |  |
|  | Experience of managing financial operations in a health care charity, Hospice, retail or commercial organisation | | |  | | **D** |
|  | Experience of preparing or contributing to charity statutory reporting and returns, regulatory compliance, risk management reporting and donor reporting | | | **E** | |  |
|  | Experience of creating, reviewing, developing and implementing effective internal controls, including continuous improvements and making efficiency improvements | | |  | | **D** |
|  | Experience of financial coding structures and financial processes | | | **E** | |  |
|  | Experience of accounting systems, systems change and systems improvement | | |  | | **D** |
|  | Proven ability to work effectively as part of a team, to be pro-active, working to strict deadlines to meet peak demands. | | | **E** | |  |
|  | Evidence of knowledge of relevant regulatory and accounting frameworks, including VAT, PCI, gift aid | | | **E** | |  |
|  | Experience of partial exemption VAT returns, gift aid processes and returns | | | **E** | |  |
|  | **Skills/Abilities/Knowledge** | | |  | |  |
|  | Ability to deal with all levels of personnel and to communicate effectively to stakeholders, including to non-finance staff | | | **E** | |  |
|  | Strong written and oral communication skills | | | **E** | |  |
|  | Ability to present financial information clearly | | | **E** | |  |
|  | Ability to prioritise personal and team workloads | | | **E** | |  |
|  | Resourceful, resilient and able to analyse and solve financial and non-financial problems by applying practical solutions | | | **E** | |  |
|  | Committed to the vision and values of the Hospice and the need to be agile and respond positively to change | | | **E** | |  |
|  | Ability to engender a shared team spirit between individuals and across services | | | **E** | |  |
|  | | **Other Requirements** |  | |  | | |
|  | | Evidence of interpersonal skills, discretion, sensitivity, and personal initiative with excellent attention to detail. | **E** | |  | | |
|  | | A demonstrable commitment to their own Continual Professional Development (CPD) | **E** | |  | | |

**NAME:**

**SIGNATURE:**

**DATE:**