Job Description

Job Title	**Financial Controller**
Salary Range	£75,000
Location	Kenton Grange HA3 0YG
Reporting to:	Director of Finance and Commercial
Hours	37.5 hours per week

1. Job Purpose and scope

To contribute to the achievement of Hospice goals by taking responsibility for the finance function and ensuring that financial goals are achieved by monitoring financial performance on a regular and timely basis and taking necessary action to ensure that all financial systems and processes operate effectively and according to best practice and within agreed limits of authority

2. Main Duties & Responsibilities

- Maintain accurate and efficient financial records of the charity.
- Ensure that the Hospice has high-quality, accurate and timely financial and management reporting systems that enable good management decisions to be made both operationally and strategically.
- Ensure financial policies and internal controls are implemented to comply with the law, regulatory, and contractual requirements.

3. General Duties & Responsibilities

Management Reporting:

- Take day-to-day responsibility for the Hospice's finance function.
- Prepare timely, accurate and insightful monthly management accounts, including variance analysis and supporting commentary, for the Group and the retail subsidiary. Produce additional financial reports as required for Trustees, Board Committees, the Executive Team, Senior Leadership Team and budget holders.
- Provide leadership, guidance and support to the Finance team to ensure the timely, accurate and efficient processing of Gift Aid claims, VAT returns, intercompany transactions, sales and purchase ledger activities, debt

collection and all accounting entries in accordance with financial policies and procedures.

- Lead the annual budgeting process and coordinate the preparation of regular forecasts throughout the financial year.
- Ensure designated, restricted and endowment funds are appropriately monitored, reported and utilised in accordance with their respective funding requirements.
- Continually review financial processes and systems to improve efficiency, strengthen controls and maximise system capability.
- Provide proactive finance business partnering to Trustees, Executive, Budget Holders and Managers, challenging assumptions, identifying opportunities and supporting informed operational and strategic decision-making.

Cash Management:

- Oversee supplier payments, ensuring invoices are paid accurately and within agreed payment terms.
- Ensure customer invoices are raised promptly, and outstanding debts are actively managed to support effective cash flow.
- Prepare and monitor cash flow forecasts, oversee cash requirements and manage cash transfers where necessary.
- Support the regular review of key supplier and service contracts, including banking, audit, insurance and utilities, to ensure services remain cost-effective and deliver value for money.

Risk Management:

- Support the management of financial risk by ensuring robust financial controls are embedded across the Hospice and its subsidiary company.
- Ensure the Hospice's assets are appropriately safeguarded, controlled and accurately recorded, including the investment portfolio, permanent and expendable endowments, designated funds and restricted funds.
- Deliver agreed financial strategies and policies, monitoring progress and reporting outcomes to senior management and Trustees as required.
- Lead the development, implementation and continuous improvement of the Hospice’s financial control framework.
- Ensure robust systems of internal financial control, fraud prevention and financial assurance are maintained across the Charity and its subsidiary.
- Contribute to the Corporate Risk Register, ensuring financial risks are identified, assessed, mitigated and regularly reported.

- Ensure compliance with delegated financial authorities, Financial Regulations and the Scheme of Delegation, recommending improvements where appropriate.
- Ensure the Hospice's assets are appropriately safeguarded, controlled and accurately recorded, including investments, permanent and expendable endowments, designated funds and restricted funds.
- Monitor delivery of agreed financial strategies and policies and report progress, risks and outcomes to senior management and Trustees.

System Implementation:

- Work closely with the external implementation partner to manage the successful delivery and implementation of a new Finance and Accounting system.

Taxation and Regulatory Compliance:

- Ensure compliance with all taxation and statutory requirements affecting the Hospice, including VAT, Gift Aid and Corporation Tax.
- Lead the year-end audit process, preparing audit schedules, liaising with external auditors and ensuring the timely completion of statutory accounts.
- Ensure all statutory returns and filings are submitted accurately and on time, including those required by the Charity Commission and Companies House.
- Act as the primary point of contact with HM Revenue & Customs on all taxation matters.
- • Maintain awareness of changes in financial legislation, accounting standards and regulatory requirements, ensuring timely implementation across the charity

Leadership and People Management:

- Lead, motivate and develop the Finance team, fostering a high-performing and collaborative working environment.
- Foster a culture of continuous improvement, accountability, collaboration and customer-focused financial support.
- Provide day-to-day leadership, coaching and technical support to Finance team members and volunteers.
- Support the professional development of team members through regular feedback, training and performance management.
- Promote business finance partner approach with other departments.

Other:

- Undertake other corporate tasks and responsibilities agreed with the Director of Finance and Commercial.

EQUAL OPPORTUNITIES

Comply with and promote St. Luke's Hospice Equal Opportunity Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion, disability, creed, class, gender or sexual orientation.

MISSION & CORE VALUES

All Hospice staff are expected to work in line with St Luke's Mission & Core Values as these precepts act as a value base which directly influences how all work activities are undertaken. The ethos of the Hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Mission and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

OTHER

St Luke's Hospice is committed to Equal Opportunities for all present and potential members of staff and patients. Therefore, St Luke's Hospice expects all employees and volunteers to understand, support, and apply this policy through their working practices, which requires all individuals to be treated with respect, dignity, courtesy, fairness and consideration.

This job specification may be modified in the light of development and changing circumstances, according to the needs of the service, and in consultation with the post holder. The post holder should be prepared to undertake any further duties that arise as the post develops.

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education & Qualifications	Qualified accountant with relevant post-qualification experience and a good understanding of financial systems and processes.	
Knowledge and Experience	• Extensive experience of using finance systems. • Expertise and excellent knowledge of financial accounting and management accounting. • Knowledge of Charities SORP, statutory accounting regulations, VAT (including exempt,	Experience working in a hospice or related environment.

	partial exemption, and reverse charges), PAYE and other payroll taxes, and Gift Aid. • Experience leading external audit processes and good working knowledge of statutory account preparation. • Experience of implementation of new Financial/Accounting systems. • Experience of line management with multiple direct reports. • Significant experience leading a finance function within a complex organisation. • Experience of presenting financial information to Boards and Committees. • Experience of finance business partnering. • Experience of financial modelling and business case development. • Experience of treasury management. • Experience of investment monitoring. • Experience of leading organisational financial transformation. • Experience of implementing ERP systems. • Experience managing external audit. • Experience managing organisational risk.	
Skills / Personal attributes	• Ability to develop collaborative working relationships internally with senior colleagues and to support external collaboration. • Excellent interpersonal skills with the ability to communicate complex financial information to	Experience of operating and presenting ideas at senior level including at Board level.

	non-finance professionals in a meaningful way. • Excellent analytical and problem-solving skills. • Strong commercial awareness. • Highly developed financial modelling capability. • Advanced Microsoft Excel. • Experience using Business Intelligence tools (Power BI desirable). • Ability to influence senior stakeholders. • Excellent presentation skills. • Ability to manage competing priorities.	
Additional Requirements	• Commitment to valuing equality and diversity and understanding how this applies to service provision. • Self-awareness and commitment to own professional development. • Commitment to continuous improvement. • Commitment to uphold and champion the values of St Luke's.	

Employees signature:…………………………….. Date:……………………..

Line Managers signature:………………………… Date:……………………..