

# Further Particulars



## Director of Finance



**March 2024**

**Closing Date: 1 April 2024**



Investors  
in Diversity  
Silver UK

Until  
July  
2025



John Taylor Hospice

CQC overall rating

**Outstanding** ★

30 March 2022



Birmingham St Mary's Hospice

CQC overall rating

**Outstanding** ★

12 February 2024



Kindness



Togetherness



Positivity



Openness



Respect



Innovation

# Our Vision, Mission, and Values



## Our Vision

Our vision is a future where everyone with a life-threatening illness will live and die with dignity and in comfort.



## Our Mission

Our mission is to enable more people from all communities to access the care of their choice at the end of life.



## Our Values

Our Values are at the heart of everything we do as we continue in our mission to enable more people from all communities to access the care of their choice at the end of life.



## Equality, Diversity, and Inclusion

Birmingham Hospice is committed to developing a dynamic and diverse workforce, representative of the communities it serves.

We value each person as an individual – whether they are colleagues, patients, family members, carers or supporters – every person matters.

We embrace diversity of culture, background and environment knowing it enriches our workplace and our relationships with our local communities. We are committed to building a culture of inclusion and belonging. We would love to hear from you, about what makes you uniquely you and how this opportunity will support you to succeed.



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# Welcome



Hello,

My name is Dawn, and I am Chair of the Board of Trustees for Birmingham Hospice, I joined as the charity chair in 2022.

Joining Birmingham Hospice is incredibly rewarding, as you support and are part of a team of passionate individuals, who live our values of kindness, togetherness, positivity, openness, respect, and innovation.

By joining our team, you will be helping us to deliver our vision where everyone with a terminal diagnosis will live and die with dignity and in comfort.

I am looking forward to working together with you alongside the CEO, and Executive Leadership Team to make a real difference to local people's lives in Birmingham and the surrounding areas.

Best wishes,  
**Dawn Ward, CBE DL**

Hello,

I'm Simon, Chief Executive Officer at Birmingham Hospice. Firstly, I'd like to say thank you for your interest in this position at our charity.

As a member of the Executive Leadership Team, your work will be vital in shaping our activities, strategy, and future. I am excited to work alongside you to improve access to palliative and end of life care for people across the city and shape services that meet the diverse needs of our communities and promote the work of our hospice.

Best wishes,  
**Simon Fuller**



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# About Birmingham Hospice

Our charity exists for the public benefit: Specifically, the advancement of health, care and support for people living with a palliative or end of life diagnosis and provides specialist palliative and supportive care in Birmingham and the surrounding areas.

A wide range of services are provided free, at the point of use. Care can be delivered in people's own homes or the hospice itself, 7 days a week up to 24 hours a day. NHS practitioners in hospital nursing and community settings, housing and social care professionals in residential and community settings make most referrals for our service, however members of the public can also refer themselves directly for hospice services.

The hospice services benefit a specific section of the public (adults, their families and carers within Birmingham and the surrounding counties, affected by progressive life-limiting illnesses) but there are not restrictions on access to its services. We work with adults across the spectrum of illness that foreshortens life and has several programmes to look at the prevention of illness itself.

All services provided by Birmingham Hospice are free of charge to patients and their carers or families, funded by the taxpayer and directly by the public. We deliver services on behalf of various NHS Clinical Commissioning Groups (CCGs) and work with other organisations, regulators, funders, and community groups, in our capacity as a charitable organisation.

Our Story starts more than 150 years ago when two pioneering women founded two incredible hospices to care for people at the end of life. Birmingham St Mary's and John Taylor Hospices merged in 2021. Now unified under one name, Birmingham Hospice, with sites in both Erdington and Selly Park, we care for more people than ever before. Our patients are at the heart of everything we do, and have done, throughout our combined 157-year history. From caring for those in our In-patient Units, to providing vital day services in our Living Well Centres, and supporting families with personalised bereavement counselling, we take care of our community – when they need us most!



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# About the Role

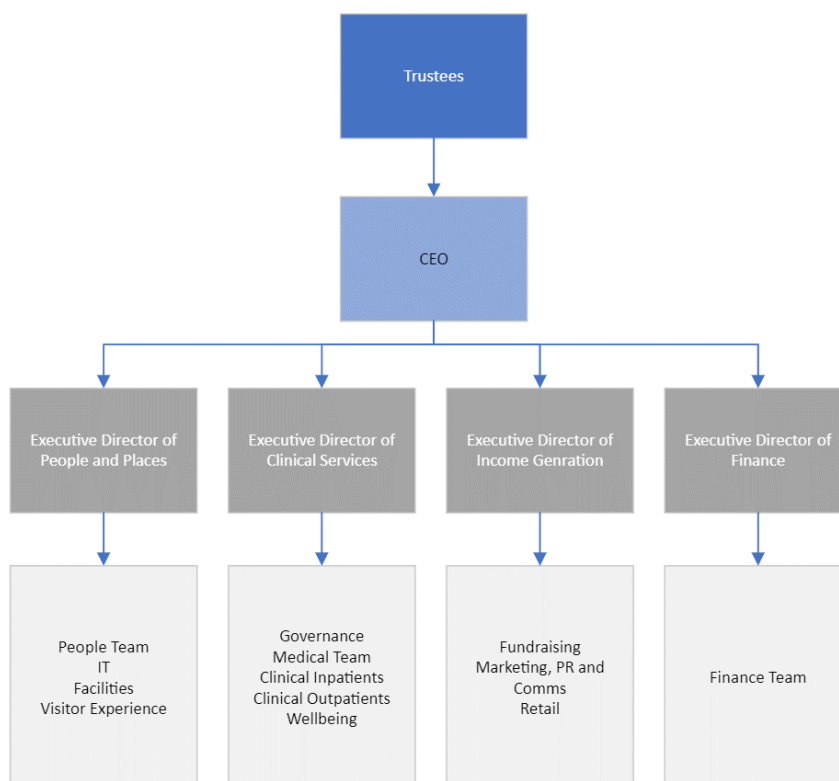
This is an excellent opportunity for a senior, qualified finance professional with extensive demonstrable experience in charity accounting (or similar) to join a value driven organisation who wants to support more people who require specialist palliative and end of life care.

Reporting directly to the CEO, you will be a highly competent, diligent, and compassionate individual with prior expertise in a senior finance position in either the charity sector, the NHS or similar organisation. Having strong values, you will be comfortable living and demonstrating our values of Kindness, Respect, Positivity, Togetherness, Openness, and Innovation.

You will lead the Finance Team, managing all accounting and financial activities within the charity, and ensuring ongoing financial viability. You will be a confident people manager with a proven ability to provide inspirational leadership and to contribute to the daily running and future strategic direction of the charity as a member of the Executive Leadership Team.

The role will have a shared corporate responsibility for leadership, strategic planning and financial management and will be involved in liaising with and influencing external stakeholders as required.

## Our Structure





# Main Duties and Responsibilities

## Leadership and Management

You will work in close collaboration with the CEO and wider ELT to develop strategy, business plans and policies. Monitoring progress and performance against agreed objectives. You will inspire, lead, and motivate the finance team to ensure optimal operations and maximise output.

You will take overall leadership of the finance function, ensuring the highest standards of proactive delivery and performance of this key operational support function, through leading and motivating a multifaceted team to manage risk and deliver high-quality financial services across the hospice. You will actively contribute to and guide corporate decision making through financial modelling, options appraisal and advising on the financial implications of proposed developments. You will underpin major new projects with effective project management and appropriate financial and control systems.

You will have responsibility for ensuring that the hospice has overarching strategies for finance and contracting, and always act as an ambassador for all aspects of the hospice's operations, especially when representing the CEO at key external meetings and events as required.



## Strategy



You will work in close collaboration with the CEO on the strategic vision, including fostering and cultivating stakeholder relationships at city, regional and national levels. You will lead in the strategic planning and budgeting cycle, ensuring effective stakeholder and senior manager engagement. You will have responsibility for financial strategic planning and reporting processes, including annual budgeting and multi-year forward projections, monthly management reporting, quarterly forecasting, production of annual statutory accounts, overseeing the annual audit, cost benefit analysis, asset management and project development.

You will lead on the development of and securing major contracts and new business opportunities in conjunction with other colleagues in line with the company strategy, ensuring that all new business proposals and grant applications are costed with effective mitigation of risk.



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# Financial Management

You will have responsibility for all financial operations, ensuring appropriate risk management, financial controls, quality accounting, compliance, procurement, contracts management, financial analysis, and communication of information to the CEO, ELT and Board of Trustees to ensure that the organisation runs effectively, efficiently and responsibly. You will be accountable for implementing, operating, assuring, and improving the financial systems and processes of the hospice and provide an effective overall financial management service to the hospice, their Charitable Trust Funds and subsidiary trading companies.



You will have accountability for the provision of timely accurate reporting information, including forecasting and contingency planning across all aspects of the hospices' business to the Board and routinely to budget managers. You will be accountable for the annual budget setting/financial planning process, including annual efficiencies, identification of cost pressures, proactive monitoring of all spending to enable proactive, remedial action to be taken. You will ensure the provision and support for all people to ensure the Standard Operating Procedures (SOPs) for finance are implemented.

You will be accountable for the management of designated budgets in line with the SOP, reporting breaches and taking remedial action where necessary. You will ensure that there is an adequate cash flow to meet the business's needs, oversee the development and maintenance of internal controls to safeguard company financial assets.

You will oversee the production of reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections. You will be responsible for administering the coordination and activities of the external independent auditors including the preparation of annual reports and financial statements and providing supplementary schedules and information as required.

You will be the company expert on procurement and possess a sound working knowledge of all service level agreements (SLAs) for NHS and non-NHS contracts and provide advice to the business on new ones, reporting to the Boards as necessary.

You will oversee the administration of legacies and alert the Board to contentious estate issues. You will ensure the effective processing of off-line and on-line donations and gift-aid including financial interface with the donations database.



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You will ensure effective management of the organisation's tax recoveries and liabilities under existing legislation including charitable VAT. You will manage the relationships with banks, auditors, and other advisors, as well as plan and manage investment activity in conjunction with the investment advisors.

## Governance

You will have accountability for the annual reports, accounts, annual audit, and returns to Companies House, HMRC, Clinical Commissioning Groups etc.

You will contribute to the hospice risk management policy and procedures including the risk registers, having board level accountability for the financial, asset and liability components of the risk register. You will work closely with senior management colleagues to interpret legislative rules and regulations to ensure the hospices' compliance ensuring that all government regulations and requirements are disseminated appropriately, and compliance is monitored.



You will be accountable to the Board in terms of participation in the required Board sub-committees.

You will ensure investigations are carried out in response to incidents and complaints, as required, advising, and assisting with the development of new systems to report these.

You will oversee the maintenance of the fixed assets register, including any purchases that are grant funded, ensuring appropriate write down of assets no longer in use.



You will be responsible for ensuring that there is adequate guidance available to people through the production and maintenance of documented financial procedures and processes supported by relevant training, and for designing and undertaking internal audits to be able to demonstrate compliance with policies by the production of satisfactory supporting evidence.

You will develop and implement appropriate financial strategies, policies, systems, and controls to support the hospices' strategic annual planning cycles and ensure effective management of resources.





# About you

## Education and Qualifications

You will be:

- a qualified accountant with current membership of a recognised accountancy body.
- educated to degree level or possess equivalent financial qualifications
- able to provide evidence of continued professional development (CPD), in relevant areas such as accounting and taxation etc

It is desirable that you will:

- possess a Master's level degree or qualifications in a relevant subject
- have specialist knowledge of Charity and/or Health Sector finance, acquired through qualifications or equivalent experience.

## Knowledge and Experience

You will:

- have extensive management experience, including substantial participation at Board level
- have business planning and budget setting expertise at a strategic level
- have experience of developing and implementing financial strategy
- be able to demonstrate a track record of financial management and delivery in complex organisations
- have a sound knowledge and understanding of accounting and taxation
- be experienced in organisational policy development and implementation
- be an experienced people manager, with the ability to build and develop a team, manage conflict resolution, and have experience of being part of disciplinary and grievance procedures
- be able to delegate and work through individuals and teams
- be experienced in developing effective working relationships, internally and externally to achieve successful outcomes
- be able to implement and manage financial controls
- have experience and understanding of relevant financial regulations, companies and tax law
- be commercially aware with skills in managing the financial and support systems of a business day to day



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- have experience of working with HMRC, handling VAT, pension providers, banks and external auditors
- possess knowledge and understanding of the Data Protection Act and Financial Conduct Authority Regulations
- be able to demonstrate the ability to analyse complex data and produce detailed reports with recommendations
- have the ability to analyse financial information in order to make decisions, set priorities and achieve goals
- be skilled in balancing competing demands across a diverse portfolio
- possess excellent numerical skills and ability to operate financial information systems, ledgers, payment services etc

It is desirable that you will:

- be skilled in service improvement techniques
- have knowledge of NHS financial systems, processes, and contracts

## Personal Skills and Attributes

We are seeking a strategic thinker with a strong solutions focus, who is able to lead and be an effective part of a multi-professional team. You will demonstrate personal and professional integrity and be able to hold fiscal standards under pressure.

You will have excellent time management skills and be able to work to competing deadlines, with the ability to make rational decisions whilst under pressure.

You will have excellent written and verbal communication skills, as well as advanced numerical, analytical, and problem-solving skills. You will be a confident presenter and be an effective public speaker and will be able to handle media enquiries and represent the hospice to the media and general public. You will have outstanding and highly developed interpersonal skills, which you will be able to use to influence change and sustain engagement.

You will possess strong leadership, coaching and mentoring skills, which you will use to develop others and delegate accountability to encourage people responsibility and engagement. You must be aware of your own strengths and areas for development and display a commitment to continuing professional development.

We are looking for someone who is reliable, resilient, motivated, and enthusiastic, who can use coping strategies to cope with working through change and transition. The ideal candidate will be committed to providing quality services and commercialism with a conscience.



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# Why join our team?

Everyone at our charity is here to make a difference. Our people are knowledgeable, committed, open, friendly, and fun – they understand and buy into the values of our hospice.

93% of respondents from our latest people survey said that they are proud to tell people they work for Birmingham Hospice.

We're committed to making our charity a brilliant place to work, and we couldn't carry out our vital care without every single one of our dedicated and inspirational colleagues, volunteers, and supporters.

## Benefits of working for Birmingham Hospice

At Birmingham Hospice we have a range of employee benefits, which include 35 days holiday per year plus 8 statutory/public holidays, a "happy to talk about flexible working" approach, and generous special leave arrangements. We consider Learning and Development a priority and we will support our people wherever we can to realise their potential. Managers at the Hospice receive management development through a variety of means including operational coaching.



We have several people-led groups, including a workforce forum (The Link) and an equality, diversity, and inclusion group (Better Together). The wellbeing of our people is key, and we run frequent wellbeing events and initiatives, as well as provide access to RISE, our Employee Assistance Programme (EAP).

As a Birmingham Hospice employee, you can also benefit from various discounts from high-street and online companies, as well as access to NHS Fleet solutions, where you can lease a car via salary sacrifice, and a Cycle to Work scheme.

Both our sites have free car parking, and provide a range of refreshments (tea, coffee, biscuits, and fruit) available free of charge. We also have cafés serving a range of snacks, lunches, and beverages.



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# Next Steps and How to Apply

If this sounds like the role for you, we'd love to receive your application.

For an informal discussion about the role, please contact Simon Fuller, CEO;  
[simon.fuller@birminghamhospice.org.uk](mailto:simon.fuller@birminghamhospice.org.uk)

## Position Details

**Closing Date:** 1st April 2024

Stage 1 Online Interviews – 12<sup>th</sup> and 15<sup>th</sup> April 2024

Stage 2 Face to Face Interviews – 30<sup>th</sup> April 2024

**Location:** Erdington and Selly Park

**Hours:** Full-time

**Duration:** Permanent

**Salary:** Circa £80,000 per year, depending on experience

**DBS:** A Basic level DBS check, a Probate and a Companies House Check will be required.

To download the full job description and person specification, and to apply via our online web recruitment system please click the following link:

[https://ce0403li.webitrent.com/ce0403li\\_webrecruitment/wrd/run/ETREC179GF.open?WVID=0150273UQo&VACANCY\\_ID=2893043sC4](https://ce0403li.webitrent.com/ce0403li_webrecruitment/wrd/run/ETREC179GF.open?WVID=0150273UQo&VACANCY_ID=2893043sC4)

Or, by scanning the following QR code:

