

## JOB DESCRIPTION

**'Happy to talk about flexible working'**

<b>Job title:</b>	Executive Director of Finance
<b>Department:</b>	Executive Team
<b>Hospice band:</b>	Executive
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Responsible for:</b>	Finance
<b>DBS required</b>	Enhanced

### Job purpose

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 ideally 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.

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

### Main duties and responsibilities

#### Leadership and Development

Work in close collaboration with the CEO and wider ELT to develop strategy, business plans and policies. Monitoring progress and performance against agreed objectives. The postholder will



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Openness



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Innovation

inspire, lead, and motivate the Finance teams to ensure optimal operations and maximise output.

- Take overall leadership of the Finance function ensuring a high standard of proactive delivery and performance of this key operational support function.
- Contribute to and guide corporate decision making through financial modelling, options appraisal and advising on the financial implications of proposed developments
- Underpin major new projects with project management and appropriate financial and control systems
- Ensure the hospice has overarching strategies for Finance and Contracting
- Represent the CEO at key external meeting and events as required
- Act as an ambassador for all aspects of the hospices' operations
- Lead and motivate a multifaceted team to manage risk and deliver high quality financial services across the hospice – supporting the ELT in these areas
- To report regularly to the CEO on all finance and contracting matters and issues

### Strategy

- Work with the CEO on the strategic vision including fostering and cultivating stakeholder relationships at city, regional and national levels
- Lead the strategic planning and budgeting cycle ensuring effective stakeholder and senior manager engagement
- Responsible 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, securing new contract funding, asset management and project development
- Lead on the development of major contracts and new business opportunities in conjunction with other colleagues in line with the company strategy
- Accountable for ensuring all new business proposals and grant applications are costed with effective mitigation of risk

### Financial Management

- Responsible 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 run the organisation effectively and responsibly
- Accountable for implementing, operating, assuring and improving the financial systems and processes of the hospice.
- Accountable 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



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- Accountable for the annual budget setting/financial planning process, including annual efficiencies, identification of cost pressures, proactive monitoring of all spend to enable proactive remedial action to be taken
- Ensure the provision and support for all people to ensure the Standard Operating Procedures (SOP) for Finance are implemented.
- Accountable for the management of designated budgets in line with the SOP, reporting breaches and where necessary taking remedial action.
- Ensure adequate cash flow to meet the business needs.
- Overseeing the development and maintenance of internal controls to safeguard company financial assets
- Overseeing the production of monthly reports including reconciliations with funders and pension plan requirements, as well as financial statements and cash flow projections.
- Overseeing the coordination and activities of the external independent auditors including the preparation of the annual reports and financial statements, and providing supplementary schedules and information as requested by the auditors
- Have a working knowledge of all service level agreements (SLAs) for NHS and non-NHS contracts and advise the business (clinical and non-clinical) on new ones; reporting to the boards as necessary; act as a company expert on procurement.
- Provide an effective financial management service to the hospice, their Charitable Trust Funds and subsidiary Trading Companies.
- Oversee the administration of legacies and alert the Board to contentious estate issues.
- Ensure effective processing of off-line and on-line donations and gift-aid including financial interface with the donations database
- Ensure effective management of the organisation's tax recoveries and liabilities under existing legislation including charitable VAT.
- Plan and manage investment activity in conjunction with the investment advisors.
- Oversee the relationships with banks, auditors, and other advisors.

## Governance

- Accountable for the annual reports and accounts, annual audit, and returns to Companies House, HMRC, Clinical Commissioning Groups (CCGs.)
- Contribute to the hospices risk management policy and procedures including the risk registers, having board level accountability for the financial, asset and liability components of the risk register.
- Investigate incidents and complaints as required; advise and assist with the development of new systems to report these.
- Accountable to the board in terms of participation in the required board sub-committees.
- Work with senior management colleagues to interpret legislative rules and regulations to ensure the hospices' compliance ensuring that all government regulations and requirements are disseminated to appropriate personnel, and compliance is monitored
- Oversee the maintenance of the fixed assets registers including any purchases that are grant funded; ensure write down of assets no longer in use.



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- Ensure adequate guidance is available to people through the production and maintenance of documented financial procedures and processes supported by relevant training. Designing and undertaking internal audits to be able to demonstrate compliance with policies by the production of satisfactory supporting evidence.
- Develop and implement appropriate financial strategies, policies, systems and controls to support the Hospices' strategic and annual planning cycles and ensure effective management of resources.

### **Contracting**

- Lead the Contracting process.

### **Reports to and advises**

Finance and Performance Committee and Audit and Assurance Committees; Trading Company

## **General duties**

### **Confidentiality**

- All people are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All people are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

### **Equality and Diversity**

- The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

### **Health and safety**

- All people have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.



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- All people must comply with all hospice health and safety procedures infection control.
- The prevention and control of infection is the responsibility of everyone who is employed by the hospice. People must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

### **Information governance**

- All people are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

### **Professional development**

- All people must participate in an annual appraisal and develop a personal development plan with their line manager.
- All people are responsible for maintaining their statutory and mandatory training.

### **Safeguarding children, young people and vulnerable adults**

- The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment pandemic or major incident.
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

**The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.**

### PERSON SPECIFICATION

<b>Job title:</b>	Executive Director of Finance
<b>Department:</b>	Executive Team
<b>Hospice band:</b>	Executive

Requirements	Essential	Desirable	How identified
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified accountant with current membership of recognised accountancy body</li> <li>• Educated to degree level or equivalent financial qualification(s)</li> <li>• Evidence of Continuing Professional Development (CPD) in relevant accounting and taxation matters</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree</li> <li>• Specialist knowledge of Charity and/or Health Sector finance acquired through qualification or equivalent experience</li> </ul>	<p>A, C</p> <p>A, C</p> <p>A, C</p> <p>A, I</p>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Extensive management experience, including substantial participation at Board level</li> <li>• Business planning and budget setting at strategic level</li> <li>• Financial strategy development and implementation</li> <li>• Organisational policy development and implementation</li> <li>• Team building &amp; conflict resolution</li> <li>• People management, including disciplinary &amp; grievance procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in service improvement techniques</li> <li>• Knowledge of NHS financial systems and processes and contracts</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

	<ul style="list-style-type: none"> <li>• Implementation and management of financial controls</li> <li>• Understand relevant financial regulation and companies and tax law</li> <li>• Commercially aware with skills in managing the financial and support systems of a business day to day</li> <li>• Able to delegate and work through individuals and teams</li> <li>• Skilled at balancing the competing demands across a diverse portfolio</li> <li>• Demonstrate the ability to analyse complex data and produce detailed reports with recommendations</li> <li>• Able to analyse financial information in order to make decisions, set priorities and achieve goals</li> <li>• Knowledge of the Data Protection Act and Financial Conduct Authority regulations</li> <li>• A demonstrable track record of financial management and delivery in complex organisations</li> <li>• Experience of working with HMRC, handling VAT, pension providers, banks</li> <li>• Experience of working with external auditors</li> </ul>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
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	<ul style="list-style-type: none"> <li>• Excellent numerical skills and ability to operate financial information systems, ledgers, payment systems</li> <li>• Experience of developing effective working relationships, internally and externally in order to achieve successful outcomes</li> <li>• Knowledge and understanding of accounting and taxation</li> </ul>		A, I  I A, I  A, I  I, T
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• A strong solutions focus</li> <li>• Excellent written and verbal communication skills</li> <li>• Able to communicate across diverse groups and communities and evidence equality of opportunity in approach</li> <li>• Advanced analytical and problem solving skills</li> <li>• Ability to construct and interpret complex financial reports and strategies at Board level and to Executive colleagues</li> <li>• Negotiating skills</li> <li>• Ability to manage a complex team</li> <li>• Ability to work effectively as part of a multi-professional Team</li> <li>• Strategic thinker</li> </ul>		A, I  A, I  A, I  A, I A, I A, I  I I  A, I  I



	<ul style="list-style-type: none"> <li>• Effective time management &amp; working to deadlines</li> <li>• Leadership, coaching &amp; mentoring skills</li> <li>• Ability to handle media enquiries and to represent the hospice to the media and general public</li> <li>• Presentation and public speaking skills</li> <li>• Highly developed interpersonal skills for influencing change and sustaining engagement in complex clinical, social care and business settings</li> <li>• An ability to lead a mixed portfolio of an organisation's activities, performance and development</li> <li>• Personal and professional integrity – able to hold fiscal standards under pressure</li> <li>• Must know own strengths and areas for development; must demonstrate time management and personal organisation skills and a commitment to learning</li> <li>• The ability to use coping strategies in working through change and transition</li> <li>• Resilient, enthusiastic and motivated</li> </ul>		<p>I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p>
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	<ul style="list-style-type: none"> <li>• Commitment to provision of quality services and commercialism with a conscience</li> <li>• Committed to providing accurate and timely information to a high standard</li> <li>• Ability to think strategically as well as operationally and manage appropriately as needed to ensure excellence</li> <li>• Ability to coach and develop others and delegate accountability to encourage staff responsibility and engagement</li> <li>• Good sense of humour and empathy</li> <li>• Rapid analysis and synthesis of information</li> <li>• Corporate loyalty</li> <li>• Ability to make rational decisions whilst under pressure</li> </ul>		<p>A, I</p> <p>I</p> <p>A, I</p> <p>I</p> <p>A, I</p>
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**A= Application form**

**I=Interview**

**T=Test**

**C=Certificate**



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