

JOB DESCRIPTION

ROLE: Finance Administrator

RESPONSIBLE TO: Head of Finance

Salary: £45,656 - £51,250 pa

LENGTH OF TENURE: Permanent

Purpose of role

The Financial Accountant is a key role within the finance team, ensuring the provision of a high-quality financial accounting service for both Royal Trinity Hospice and Trinity Hospice Shops Limited.

The role is varied, touching all aspects of the Hospice's financial management, getting involved in and interacting with all parts of the organisation. Strong technical accounting skills coupled with a confident, ambitious and an enthusiastic personality are needed to succeed in this role.

Key Responsibilities

- Support the Head of Finance with the preparation of year end statutory accounts, including schedules for external auditors.
- Produce VAT return checking all relevant transactions to be reviewed by Head of Finance
- Lead and manage company credit cards process
- Work closely with the Supporter Care Team to process and reconcile fundraising income on to the ledgers as well as ensuring cash/cheques are documented and banked on a timely basis
- Lead the month-end and year-end reconciliations for all balance sheet and control accounts
- Support the Head of Finance with the production of the monthly management accounts
- Manage the sales and accounts payables ledgers for both Royal Trinity Hospice and Trinity Hospice Shops Limited
- Preparing weekly sales reports and weekly cash flow statements for distribution across the Hospice as well as any other ad-hoc financial reports as required
- Ensure all tasks and processes are documented and updated periodically
- Manage and maintain the fixed asset ledger for the Hospice and the intercompany reconciliation process
- Contribute to the continuous improvement of the finance function including developing better processes and use of systems
- Excellent written and verbal communication skills
- Assist with the general work of the Finance Department as may be required.

Communication and Relationships

- Excellent interpersonal skills as the role requires relationships with budget holders and other colleagues.
- To provide verbal and written updates on performance versus budget
- Answering queries on sales, cost and invoicing from around the organisation.
- Providing and receiving complex information for review by non-specialist colleagues across the organisation
- Work collaboratively with colleagues across the organisation to ensure financial controls are maintained and costs remain within budget
- Contribute to the continuous improvement of the work of the finance function

Knowledge, training, and experience

- Fully qualified accountant with professional qualification (ACA, CIMA, ACCA)
- In depth experience and understanding of accounting concepts and standards
- Advanced level skills in MS Office suite with accurate keyboard skills
- Advanced excel user; being able to write and combine formulas i.e. (SUMIFS, SUMPRODUCT, INDEX, MATCH, PIVOT TABLES and LOOKUP)
- Experience of preparing and analysing complex financial information
- Demonstrate good attention to detail and learning skills to improve use of systems and relevant processes
- Assist the Head of finance as required including an oversight of the work of the finance administrator providing cover when necessary.

Analytical and judgment skills

- To prepare management accounts including financial analysis and accounting estimates which require a level of judgement based on accounting knowledge (for example estimated energy accruals, legacy accruals).
- Investigate differences in balance sheet reconciliations and analyse transactions accordingly.
- Support Head of Finance and Director of Finance & Resources to assess trends in the financial reporting and provide commentary and analysis to review financial performance with budget managers

Planning and organisational skills

- To be able to multi task and adjust working priorities when required
- To be able to organise their own workload and work unsupervised
- To maintain high personal and professional standards at all time
- To show discretion and ability to handle confidential and sensitive information.
- To be able to demonstrate good attention to detail and learning skills
- To be able to plan a number of tasks with competing deadlines which could be complex
- Excellent written and verbal communication skills
- When needed, assist with general administration including opening and distributing mail, photocopying, filing, etc.

Physical skills

- Excellent customer service skills

- Possess good attention to detail at all times
- Ability to persuade and influence people across the Hospice in respect of financial processes, procedures and responsibilities

Responsibility for patient / client care

- To maintain an excellent level of service

Policy and service development implementation

- Propose policy changes to all finance policies which will vary from simple policies such as cash management to more complex ones associated with accounting standards and judgements
- To work within agreed policies, procedures and guidelines of own area of work (Financial authorities, procurement policy)

Responsibility for finance and physical resources

- A requirement to handle cash, cheques and payments on a regular basis
- As part of finance team responsible for locking away patient valuables in the finance safe
- To deliver financial reporting and production of management accounts versus budget
- Management of Trinity's fixed assets and the asset register held on the finance system

Responsibility for Human Resources

- To supervise and motivate the Finance Administrator

Responsibility for Information Resources

- To be responsible for inputting information into the finance system and reconciling all the balance sheet accounts
- To create ad-hoc finance reports, intermediate excel including look ups, pivot tables, sums etc
- Support the Head of Finance with all the Information Asset Owner requirements for data systems within the finance department

Research and Development

- To work within organisational policies and procedures and provide advice (including technical advice) to employees and managers.
- To be capable of managing own workload without supervision
- Exercise good personal time management, punctuality, and consistent reliable attendance.
- Lead the finance team in the absence of the Head of Finance

Freedom to act

- To work within organisational policies and procedures and provide advice (including technical advice) to employees and managers.

- To be capable of managing own workload without supervision
- Exercise good personal time management, punctuality, and consistent reliable attendance.
- Lead the finance team in the absence of the Head of Finance

Physical effort

- Frequently sitting in one position for extended periods.
- Visit to bank as per weekly rota
- Undertake moving and handling of physical assets such as money, paperwork in line with policy and training when required
- Visit budget managers in the building and at Weir Road when needed to support financial activities and deliver training

Mental effort

- To be able to concentrate for long periods of time where there will be interruption.
- The ability to manage changes in planned work pattern and manage multiple demands

Emotional effort

- To have a degree of self-awareness and use this to maintain own and others emotional wellbeing.
- Resilience to infrequently encounter emotional circumstances.

Working conditions

- To have a degree of self-awareness and use this to maintain own and others emotional wellbeing.
- Resilience to infrequently encounter emotional circumstances.

Supplementary information:

Health and safety

Trinity has a Health and Safety policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996 to ensure that agreed safety procedures are carried out and to maintain a safe environment for all employees, patients and visitors. Always implement Trinity's Lone Worker Policy

Infection control

The prevention and control of infection is the responsibility of everyone employed at Trinity. All staff and volunteers must be aware of infection control policies, procedures, and the importance of protecting themselves, patients, and visitors and in maintaining a clean and healthy environment.

Staff involvement

Trinity is committed to involve staff at all levels in the development of the organisation. Managers should ensure that staff are encouraged to be involved in organisational and

service developments including business planning and they are able to influence discussions which affect them and their working conditions. All managers should support a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communications systems that ensure staff are well informed and have an opportunity to feedback their views.

Confidentiality

Employees should be aware that Trinity produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health records and Computer Misuse Act. Disclosure of personal, medical, commercial information, system passwords or other confidential information to any unauthorised person will be regarded as gross misconduct and may lead to disciplinary action including which may include dismissal.

Equal opportunities

All employees of Trinity are expected to be aware of, and adhere to, the provision of Trinity's Equal Opportunities Policy and to carry out their associated duties and responsibilities under this policy.

Job description

This job description is intended an outline of the post holder's duties and responsibilities. The list of responsibilities is not exhaustive and will be reviewed annually with the post holder as part of the appraisal review process.

This job description will be reviewed in the light of changing circumstances, and other duties may be required of the post holder in accordance with the grade. The job description may be varied in consultation with the job holder and the relevant Executive Team Member.

ROYAL TRINITY HOSPICE - PERSON SPECIFICATION

JOB TITLE:

EDUCATIONAL/PROFESSIONAL QUALIFICATION	ASSESSED
<i>Essential</i>	
CCAB membership – Fully qualified with relevant post qualification experience	
Evidence of continuing professional development	
SKILLS & ABILITIES	ASSESSED
<i>Essential</i>	
Good working knowledge of MS Office suite with accurate keyboard skills	Application Form & Interview
Advanced excel skills user; being able to write and combine formulas	Application Form & Interview
Able to demonstrate excellent attention to detail and learning skills	Application Form & Interview
Assist the Head of Finance as required	Application Form & Interview
Ability to be flexible and adaptable	Application Form & Interview
Efficient and able to work to tight deadlines	Application Form & Interview
Excellent verbal and written English skills	Application Form & Interview
Able to work on own initiative as well as collaboratively with colleagues	Application Form & Interview
A solutions focused approach to problem solving	Application Form & Interview
Able to communicate financial data and processes effectively to non-financial literate colleagues	
EXPERIENCE	ASSESSED
<i>Essential</i>	
In depth understanding of accounting standards and principles	Application Form & Interview

Experience and exposure to a range of accounting software and finance systems with evidence of improving systems and processes	
Experience of preparing and analysing complex financial information	Application Form & Interview
Experience of managing a financial accounting team and staff supervision	Application Form & Interview
Experience of Charity VAT accounting and partial exemption	
Experience of detailed reconciliation work including cashbook, debtors, creditors, control accounts and intercompany transactions	
Experience of managing Fixed Asset Accounting	
Experience of statutory audits and of supporting and managing the financial accounting aspects of annual audits	
<i>Desirable</i>	
Experience of not for profit sector or similar environment	Application Form & Interview
Interest in social care and the health sector or similar	Application Form & Interview

OTHER	ASSESSED
<i>Essential</i>	
Commitment to the values of Royal Trinity Hospice & the Hospice FREDIE principals	Application Form & Interview
Must feel comfortable working in a Hospice	Application Form & Interview
Self-motivated and proactive	
Ability to take directions and reflect on own practices	
Professional and confident approach to working relationships	Application Form & Interview

