



Job description

Post:	Head of Finance		
Department:	Executive and Accounts		
Reports to:	Director of Finance and Operations		
Job Summary/Purpose:			
<p>The post holder will provide efficient and effective management of the finance function, ensuring that systems and processes are implemented, reviewed and developed to meet the changing needs of the business; that appropriate policies and procedures are in place, statutory requirements are met and timely and accurate financial information is available to support managers and senior leaders with planning and decision-making.</p>			
Signature:		Date:	

Our values and behaviours

Our Values are summarised by the acronym **I CARE**. They support our vision, mission and culture, reflecting who we are together and as individuals.

Integrity	<ul style="list-style-type: none"> • <i>We are honest and open</i> • <i>We are trustworthy and authentic in our dealings with others</i> • <i>We always try to do the right thing</i>
Compassion	<ul style="list-style-type: none"> • <i>We are kind, supportive and caring</i> • <i>We have empathy and listen to those around us</i> • <i>We are warm and positive in our interactions</i>
Accountability	<ul style="list-style-type: none"> • <i>We work together to make the Hospice's vision a reality</i> • <i>We take responsibility for our work, performance and behavior</i> • <i>We acknowledge and learn from our mistakes</i>
Respect	<ul style="list-style-type: none"> • <i>We are inclusive, we value difference and work together effectively</i> • <i>We are sensitive to the thoughts, feelings and opinions of others</i> • <i>We treat everybody with dignity</i>
Excellence	<ul style="list-style-type: none"> • <i>We aim to be our best</i> • <i>We are forward-thinking and open to change</i> • <i>We share our skills, expertise and learning, striving for excellence together</i>

Key relationships

- Director of Finance and Operations
- Senior Leadership Team (SLT)
- Finance Manager
- Head of Data and Digital
- Heads of Department
- Budget holders
- External auditors

Key responsibilities

1. Finance

- 1.1. Manage all aspects of financial accounting, including budgeting, forecasting and reporting for the Hospice and any subsidiary companies.
- 1.2. Develop, implement and review financial policies and procedures.
- 1.3. Develop, implement and review financial systems and processes
- 1.4. Provide strategic financial analysis and recommendations to the leadership team.
- 1.5. Ensure compliance with relevant financial regulations and standards.
- 1.6. Ensure the effective management and control of remuneration for all paid staff, preparing reports for the SLT as necessary.
- 1.7. Monitor cash flow, manage working capital and optimise financial resources.
- 1.8. Develop and implement internal controls, carry out regular reviews and internal audits as needed.
- 1.9. Prepare and present financial information to inform internal and external stakeholders.
- 1.10. Responsible for the external audit process.
- 1.11. Prepare project budgets and costings as well as project-based accounts.

2. Management

- 2.1. Manage the finance function; line manage, support and develop the Finance Manager.
- 2.2. Motivate and develop the finance team using a coaching approach, ensuring effective engagement and communication.
- 2.3. Promote and ensure safe work environments and practices for finance staff
- 2.4. Ensure effective business continuity arrangements and sound practice in data protection for the Finance Team.

3. Other

- 3.1. Collaborate with other departments to support business objectives and drive financial performance.
- 3.2. To undertake any other such duties or general tasks and hours of work as may reasonably be required and to work in other locations within the hospice organisation.
- 3.3. To lead by example, exemplifying the Hospice values and behaviours – Integrity, Compassion, Accountability, Respect, Excellence

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post. This job description will be reviewed and amended in the light of changing professional demands.

Personal specification

Post:	Head of Finance
Department:	Executive and Accounts

Qualifications and Training

- Qualified Accountant (ACA, ACCA, CIMA)

Work background and experience

- Experience of implementing and developing financial systems and processes
- Experience of financial management including budget setting
- Experience of managing a finance function
- Experience of preparing financial reports for managers and senior leaders
- Experience of producing costings for projects and services
- Experience of cash management
- Understanding of the requirements for preparing statutory accounts for a charity or not-for-profit organisation
- Understanding of charity tax and VAT regulations

Particular skills and aptitudes

- People management skills
- Strong interpersonal skills
- Strong IT skills, including Microsoft Office suite, accounting software packages
- Project management skills
- Ability to explain finance to non-finance professionals
- Effective verbal and written communication skills
- Ability to prioritise workload and meet deadlines
- Problem solving skills

Personal qualities and other requirements

- Tact, diplomacy and the ability to maintain confidentiality at all times
- Ability to work both alone and as part of a team
- Flexible and adaptable
- Awareness of, and commitment to the Mission, Vision and Values of the Hospice