

## **JOB DESCRIPTION**

<b>ROLE:</b>	Head of Finance
<b>RESPONSIBLE TO:</b>	Director of Finance & Resources
<b>SALARY BAND:</b>	Mulberry PayScale, Grade Hawthorn
<b>LENGTH OF TENURE:</b>	Permanent

### **Overall Purpose of the role:**

The ideal post holder will have a blend of technical accounting knowledge, excellent business partnering skills and the ability to use systems to improve the delivery of financial services to the Hospice.

It is a small team so the post holder needs to combine several skillsets associated with managing a finance function. It is a pivotal role for the Hospice which oversees the finance function delivering the day to day activity of the team as well as engaging with budget managers and senior leaders to deliver the hospice's activities within agreed financial parameters through the budgeting, forecasting and annual audit processes which the post holder will lead on.

You'll work closely with the Director of Finance and Resources to achieve the financial objectives set out in the strategic plan and report against performance to the Finance and Resources Committee and Board of Trustees.

### **Competencies required for the role:**

#### **Communication and Relationships**

- Highly effective communication and interpersonal skills in order to build rapport with internal and external stakeholders including budget holders, senior management, auditors, HMRC and National Statistical Office.
- To communicate highly complex financial information to non-financial people in a manner which they can understand. This will include training staff on financial matters and ensuring that they understand the concepts and can interpret their budgets and reports.
- To be able to advise on financial processes and implement new ones and ensure that they are implemented correctly and followed by staff.
- To manage a team of two finance staff, including managing their development and performing annual appraisals and setting and review of objectives.
- Be the key point of contact for VAT audits and enquiries. Advise the business on the VAT impact of any proposed business changes.
- To be the main point of contact for the external auditors in completing their field work for the annual audit.
- To train newly appointed budget holders on the financial procedures, reporting and their financial responsibilities.
- Experience of dealing with & providing accounting information to Senior Management and Trustees.

### Knowledge, training and experience

- Expert in Accounting and Financial Management, a qualified accountant from a recognised CCAB professional accountancy body.
- Experience of developing financial systems and processes to improve business effectiveness. Excellent knowledge of Microsoft Business Central or similar accounting systems to be the super-user for the Hospice. Able to develop and maintain a centralised accounting system to ensure accounting records are kept to the required standards.
- Ability to produce timely, accurate and relevant monthly management accounts for both Royal Trinity Hospice and Trinity Hospice Shops Ltd.
- Work with the Director of Finance & Resources in the preparation of the year end statutory accounts.
- Experience of business partnering and supporting budget holders with their financial and budgeting responsibilities.
- Supervise the work of the Financial Accountant including all purchase and sales ledger activity, cash books, fixed asset and other balance sheet reconciliations.
- Review the quarterly VAT return and submit to HMRC via their website. Ensure that accounting for VAT transactions is accurate and all VAT records are maintained as required by law/HMRC.
- Provide Gift Aid expertise to the business units. Carry out audits of Gift Aid processes within the business to ensure processes are in line with Gift Aid regulations.
- Maintain accounts for specific projects, that enables reporting to funders as requested and provides evidence of where project monies have been spent.
- Monitor the monthly cash position and request funds to be moved between accounts as required.

### Analytical and judgment skills

- Good commercial acumen with the ability to interpret the financial results and ensure that they make sense given knowledge of the business.
- Proven analytical and problem solving skills involving highly complex situations, so that the job holder can advise the Hospice on financial issues and policies.
- Deliver outstanding service to both internal and external stakeholders, understanding in detail what is required by the stakeholder.
- Provision of variances against budgets and the prior year including investigations and an analysis of differences.
- A confident decision maker with excellent judgement who is able to evaluate and solve problems in a complex financial environment.

### Planning and organisational skills

- Developing plans for the short term and longer term activities of the Finance Department, including the budgeting process, management accounting and reporting, VAT and Gift Aid returns.

- Deputise for the Director of Finance & Resources as required.
- Experience of running and managing the day to day operations of a Finance Department.
- Able to manage and prioritise a number of different activities for the Finance Department to ensure that all activities are completed to deadline and to the required standard.
- Demonstrable experience of working in a senior finance position

#### Physical skills and effort

- To be physically fit to undertake the requirements of the role.
- To be able to use a keyboard in order to enter or manipulate data on a spreadsheet or write reports etc. on Word or PowerPoint. Accurate data entry into Pegasus is also essential.
- To be able to work on a keyboard for extended periods of time.
- To maintain the high standards across Royal Trinity Hospice & Trinity Hospice Shops Ltd.

#### Responsibility for patient / client care

- To assist patients/clients/relatives during incidental contacts e.g. to give directions or take a patient/client/relative to where they would like to go.
- To set and maintain excellent levels of service within and outside the Finance team.
- To understand the environment within which Trinity, including the Retail arm, operates.

#### Policy and service development implementation

- To work according to the Finance strategy and use concepts that suit Trinity's needs.
- To regularly review accounting procedures and processes to ensure they align with Trinity policy.
- To ensure that all financial policies and procedures are implemented throughout both Royal Trinity Hospice and Trinity Hospice Shops Ltd.
- Work with the Director of Finance & Resources in developing a programme of internal audit checks.

#### Responsibility for finance and physical resources

- Responsible for managing the budgeting and forecasting process, ensuring that the process is completed to deadline.
- Meet with Budget holders to identify their budget requirements and assess budget proposals.
- Prepare financial analysis for new budget proposals.
- Prepare revised business forecasts as required.

- Maintain fixed assets register and prepare monthly reconciliations, ensuring that all assets are safeguarded by organising fixed asset verifications at regular intervals.
- Support all budget holders with one to one business partnering.
- Provide regular reporting to budget holders.
- Assist budget holders in preparation of financial analysis for new projects or assessing changes to existing business processes.
- Maintain secure and confidential data in line with Trinity's policies and procedures, ensuring that Information Governance safeguards are in place.
- To ensure compliance with all Health and Safety regulations and responsible for maintaining OSHENS records where necessary.
- Complete annual archiving of financial reports and documents.
- Destroy out of date archived material each year.

#### Responsibility for Human Resources

- Responsible for a team of two finance staff, including managing their development and performing annual appraisals and setting and review of objectives. Undertaking disciplinary and grievance matters including performance management where necessary.
- To delegate tasks and give clear direction to colleagues, management and subordinates in order to ensure that all management accounting activities are completed efficiently and to deadline.
- To provide financial guidance and direction in order to positively influence business to follow financial legislation and best practice.
- Provide training to non-finance staff in order that they can develop and manage their budgets and forecasts.

#### Responsibility for Information Resources

- Expert in using Excel spreadsheets, formulae and basic macros, to prepare financial models to produce complex calculations and end user reports.
- Experience of developing financial systems and processes to improve business effectiveness.
- Excellent knowledge of Microsoft Business Central or similar accounting systems in order to be the super-user for the Hospice.
- Be able to develop and maintain a centralised accounting system to ensure that accounting records are kept to the required accounting standards.
- Build the necessary Excel models to support the budgets and allow flexing of key business assumptions.
- To ensure that financial policies and processes are updated where required in line with legislation and best practice and that they are followed by the business.

### Research and Development

- To think creatively to produce new procedures and tasks and continuously improve those in place.

### Freedom to act

- To be able to apply accounting and other principles to complex accounting situations.
- Able to act on own initiative and interpret legislation and best practice to be applied to financial policies and processes.
- To be able to advise on financial processes and implement new ones and ensure that they are implemented correctly and followed by staff.
- To be energetic, self-motivated, consistently proactive and show initiative.
- Must be a problem solver who is able to work on own initiative and without supervision.
- To deliver and exceed agreed performance objectives as agreed with your manager.

### Mental effort

- The job involves intense concentration for extended periods of time when there will be frequent interruption, never losing track of goals and objectives.
- To show an appropriate level of emotional intelligence and resilience.
- To be able to provide support and guidance to all reports and to colleagues within and outside the Finance team.
- To seek support and guidance as required.

### Emotional effort

- To be self-aware and use this to maintain own and others emotional well-being.
- To be able to manage individuals in distress or in conflict with the information or procedure being presented.
- Resilience to encounter emotional circumstances on rare occasions.

### Working conditions

- Daily requirement to use a computer or other electronic device for extended periods of time i.e. more or less continuously on most days.
- To be required to work throughout the Trinity estate in order to complete work objectives.

**Supplementary information (included in all job descriptions):**

**Health and safety**

Trinity has a Health and Safety at Work Statement of Intent applicable to all employees. Employees must be aware of the rights and responsibilities placed on them under Section 44 of 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. Implement at all times 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 Act 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.

**Fairness, Respect, Equality, Diversity, Inclusion & Engagement (FREDIE)**

Royal Trinity Hospice is committed to a policy of fairness, respect, equality, diversity, inclusion and engagement (FREDIE) in employment and in service delivery. Everyone who uses our service or works, or has applied to work for Royal Trinity Hospice and Trinity Hospice Shops Limited, will be treated fairly and respectfully and valued equally. All employees of Trinity are expected to be aware of, and adhere to, the FREDIE Policy and to carry out their associated duties and responsibilities under this policy.

**Job description**

This job description is intended an outline of the postholder'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 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.**

**PERSON SPECIFICATION**
**JOB TITLE:** Head of Finance

<b>EDUCATIONAL/PROFESSIONAL QUALIFICATION</b>	<b>ASSESSED</b>
<b>Essential</b>	
Fully qualified from one of the CCAB professional accountancy bodies	Application form/certificates
<b>SKILLS &amp; ABILITIES</b>	<b>ASSESSED</b>
<b>Essential</b>	
In depth knowledge of budgeting and forecasting processes and techniques	Application form/Interview
Ability to develop systems and processes to improve delivery of finance activities	Interview
Good knowledge of the business environment in which Royal Trinity Hospice operates	Interview
Expert knowledge of VAT and Gift Aid for charities	Interview
Proven analytical and problem solving skills	Interview
Effective communication and interpersonal skills	Interview
Ability to work under pressure and be flexible	Interview
Excellent organisational ability and efficient work methods	Interview
<b>EXPERIENCE</b>	<b>ASSESSED</b>
<b>Essential</b>	
Experience of running and managing the day-to-day operations of a Finance Department	Application form/Interview
Demonstrable experience of working in a senior finance position	Application form/Interview
Significant experience in using Excel to build business models to extrapolate and interpret financial data.	Interview/Test
Experience of leading and developing a team	Application form/Interview
Experience of developing financial systems and processes to improve business effectiveness	Application form/Interview
Experience of accounting for VAT in charitable organisation at a high level	Application form/Interview
Experience of business partnering and supporting budget holders with their financial and budgeting responsibilities	Application form/Interview
Experience of dealing with & providing accounting information to Senior Management and Trustees	Application form/Interview
<b>OTHER</b>	<b>ASSESSED</b>
<b>Essential</b>	
Excellent attention to detail	Interview
Self-motivated and proactive	Interview