



**ROYAL
TRINITY
HOSPICE**

Head of Finance

Recruitment pack

Salary: £58,008 - £63,550 pa (Mulberry PayScale, Grade Hawthorn)

Hours: 37.5 per week



About the role

Thank you for your interest in for this role.

We're looking for a dynamic and enthusiastic Head of Finance who can drive forward Trinity's [vision and values](#). Royal Trinity Hospice makes a real difference to the lives of people affected by serious long-term conditions and helps set the standard for a wide range of care provided to end of life patients and their families.

By coming to work at Trinity you'll be joining a dedicated team with a shared ambition to provide the best quality care for our patients, helping them to make the best of every moment.

The Head of Finance will support the Director of Finance & Resources to lead on the financial activities to support the Hospice's strategic plan and long term financial sustainability plan.

We aim to provide our people with the training, personal development and support that they need to do what they do best, to learn, and grow. Most of our team tells us that they feel proud, valued, respected and inspired working at Trinity. If you choose to apply to join us, we hope you will share our commitment to excellence, continuous improvement and development.

We are renowned for our patient-centred care and have a highly skilled well established friendly team. If you are looking for a finance opportunity and are passionate about delivering excellent customer service and support then this could be the perfect fit for you.

Royal Trinity Hospice is based in an enviable location in the heart of our beautiful grounds in the hospice on the edge of Clapham Common. We offer great training, support and development to our staff throughout their career with us in addition to an attractive benefits package.

You will find more details in the rest of this pack and in the job description/person specification document.

About the role

Skills and experience required

- Fully qualified from one of the CCAB professional accountancy bodies
- In depth knowledge of budgeting and forecasting processes and techniques
- Ability to develop systems and processes to improve delivery of finance activities
- Good knowledge of the business environment in which Royal Trinity Hospice operates
- Expert knowledge of VAT and Gift Aid for charities
- Experience of running and managing the day-to-day operations of a Finance Department
- Demonstrable experience of working in a senior finance position
- Significant experience in using Excel to build business models to extrapolate and interpret financial data.
- Experience of accounting for VAT in a charitable organisation at a high level
- Experience of dealing with & providing accounting information to Senior Management and Trustees
- Good technical knowledge of accounting concepts for large charities/organisations

About the role

Responsibilities of the Head of Finance at Trinity

- Lead the production for the monthly management accounts
- Lead on the preparation of the annual reports and financial statements
- Manage the financial activities for both Royal Trinity Hospice and Trinity Hospice Shops Limited
- Be the super user (System Administrator) for the financial software and continuously improve/develop use of the systems and processes to support the financial activities of the Hospice
- Support the Director of Finance & Resources in other areas of work including risk management, Information Governance as well as deputise in their absence

About Trinity

- Royal Trinity Hospice is the oldest hospice in the country, founded in 1891.
- Today, Trinity is the specialist end of life care provider for a community of around 750,000 people living in seven central London boroughs.
- We care for adults with progressive, life-limiting illnesses, helping them to live life to the full for whatever time may be left, and we also support their families in bereavement
- Last year, it cost us £16 million to deliver our care, of which only a quarter came from the NHS. We rely on donations and our charity shops to raise the rest of the funds we need every year to continue our service
- We have seen significant growth in our patient numbers in recent years reflecting both growing demand and our determination to meet it.



In 2022/23 we provided

- Care for 2,253 patients.
- A total of 2,651 people directly received our care and support.
- At any one time we were caring for 580 patients.
- 2,092 patients received care in their own homes.
- 1,939 people received support from the Community Nursing team, who made 2,989 home visits to 1,063 people and 21,730 phone calls.
- 238 patients received care in the inpatient unit.
- 569 patients were supported by physiotherapists, occupational therapists and complementary therapists.
- 240 people benefited from 1,172 bereavement support sessions.
- 338 carers received psychosocial or spiritual support.
- 129 patients living in Wandsworth were supported by the Royal Trinity Carers.
- The youngest patient we cared for was 19 and the oldest was 107.
- We must raise over £12m from fundraising and our shops this year to supplement the funds we receive from the NHS.

The benefits of working at Trinity

- We match Agenda for Change/NHS terms and conditions for maternity, paternity and long-term sickness pay
- Length of service for those joining directly from another CQC regulated organisation (NHS, social care, hospice) is recognised in annual leave, maternity, paternity and long-term sickness pay
- A pension scheme is offered with employer contributions of up to 7.5% or a continuation of your existing NHS pension
- A generous 27 days annual leave increasing to 29 after 5 years and 33 days after 10 years, plus bank holidays (any bank holidays worked will be given back in lieu)
- Cycle to work scheme and interest-free season ticket loans available
- Free eyesight test for DSE users and a contribution towards the cost of glasses
- 25% store discount in Trinity shops
- Life assurance cover
- Lots of opportunities to attend exciting and high-profile events e.g. a staff lottery to attend our regular biannual Gala dinner; participating in Royal visits, and the annual summer garden party
- Regular ballots for donated free tickets and prizes
- Access to courses of free counselling on the phone or face to face

[Download the full list of benefits of working at Royal Trinity Hospice](#)

Meet FREDIE

At Trinity, fairness, respect, equality, diversity, inclusion and engagement (FREDIE) are at the heart of everything we do.

We're proud to celebrate the unique things that make our diverse community of patients, colleagues and volunteers who they are. We champion diversity in all that we do and we're passionate about providing an inclusive culture for everyone who walks through our doors.

We hold an Investors in Diversity Award and in 2019 were listed by the National Centre for Diversity on the Investors in Diversity Top 100 Index, the first hospice to be included in the list.

We are proud to be the first hospice to become a Stonewall Diversity Champion, are a founding member of the London LGBT Hospices Network and we were the first hospice to march in London Pride, which has now become an annual event for Trinity.



Anti- Racism

➤ In November 2022 we released our Anti-Racism action statement and stated our commitment to becoming a genuinely anti-racist organisation through:

1. Understanding and addressing racial bias
2. Listening, learning and taking action in response to racism
3. Strengthening our accountability

➤ In April 2023 we published our first update on our progress against the commitments we made and highlighted the areas where we still need to take further action

➤ [Read our full Anti-Racism action statement and progress here](#)



How to apply

If you have the skills and experience, we're looking for, please complete the online application here.

<https://www.royaltrinityhospice.london/Pages/Category/jobs>

For an informal chat or visit please contact Stephen Hooper, Director of Finance and Resources 0207 787 1000.

All successful applicants will be subject to DBS, Occupational Health and Reference checks.

We look forward to receiving your application.

Privacy Notice - <https://www.royaltrinityhospice.london/privacy>

