



Nightingale House Hospice  
Hospis Tŷ'r Eos

**Job Description:**

<b>Job Title</b>	<b>Finance Manager</b>
<b>Line Manager</b>	<b>Head of Operations</b>
<b>Contracted Hours</b>	<b>37.5 hours (flexible)</b>
<b>Primary Location</b>	<b>Nightingale House Hospice, Wrexham</b>
<b>Job Summary</b>  To manage and co-ordinate the smooth running of the finance department ensuring all processes and procedures are streamlined, efficient and produced in a timely manner. This will involve the management of daily financial matters and overseeing the production of the monthly management accounts for both the hospice and its commercial companies. The role will also involve ensuring good financial governance within the department and across the organisation ensuring charity compliance with financial regulations.	

**Key working relationships - Internal**

Finance Team  
Head of Operations  
CEO  
Executive Team  
Department Leads  
Board of Trustees  
Facilities and Contracts Manager  
HR Officer

**Key working relationships – external**

Hospice Bank  
Pension Schemes  
HMRC  
External Auditors  
Payroll providers  
Accounting software  
Charity Commission  
Insurance Brokers

## **Duties and Direct Responsibilities**

- To provide regular financial information to the Executive Management team and Board of Trustees and ensure they are involved in any decisions which may affect the financial governance of the charity.
- Oversee and finalise monthly management accounts for the Hospice, Promotions and Lottery.
- Work with the Board appointed Financial Auditors to ensure good governance of Financial Information.
- To provide guidance on all financial matters and ensure that the Head of Operations is kept updated with all issues relating to the finances of the hospice and its commercial activities.
- To provide a payroll service in conjunction with the outsourced payroll provider
- Manage the annual budget process involving the finance team and department leads
- To co-ordinate weekly payment runs at the hospice to ensure invoices are paid in a timely manner
- To complete monthly accounting for the Re-use Shop
- Working alongside the Facilities and Contracts Manager to ensure good records management and timely renewal of all hospice contracts
- Working alongside the Head of Operations on all insurance policies and any renewals, returns or claims required for the hospice's activities and commercial companies' activities
- To have a clear understanding of all processes and procedures within the finance department including management accounts, purchase ledgers, banking, VAT returns and Gift Aid to support the Finance team as and when required.
- Responsible for researching and keeping up to date with financial regulations, particularly those specific to charity law E.G VAT, Gift Aid etc.
- Build networks with other hospices and charities to support with future challenges and sharing best practise
- Signing off monthly management accounts, gift aid claims and VAT returns
- Attend and present at quarterly Finance Committees
- Attend subcommittee meetings as and when required or nominate team member
- Organise annual confirmation statements and annual corporation tax sign off
- Develop training manuals and Standing Operating procedures for finance activities
- To work with the Fundraising Team to provide information for Grant applications and other funding requests E.G Wish lists at events etc.
- To lead the annual archiving of all financial data
- To be responsible for policies related to cash handling, purchasing and any other financial processes

### **Management Responsibilities**

- To work with the Executive Team to provide financial strategies and financial scenario planning for both existing hospice activities and future opportunities
- To take responsibility for maintaining the day-to-day financial systems relating to the two commercial companies.
- To provide financial guidance to the senior management team as directed by the Head of Operations or CEO.
- To take the lead role in ensuring that all relevant financial regulations and guidelines are being adhered to by the hospice and to ensure that all relevant financial systems are in place.
- To manage the finance team and provide the necessary leadership of the team to ensure that it meets its objectives.
- To ensure that all financial records are kept and develop effective systems for the control and monitoring of all records.
- To lead the yearly audit of the financial systems by external auditor appointed by the board
- Ensure compliancy, all statutory reports to be submitted in a timely manner E.G Charity Commission and Gambling Commission.

### **Leadership**

- To provide direct leadership of the Financial Team activities.
- To ensure an effective approach to Management Team activity, building a positive and inclusive approach to team decisions.
- To delegate responsibilities as appropriate and ensure that all staff are trained to the required standards including mandatory training and development opportunities
- Ensure an effective approach to overall people management within the team, determining strategies that will gain staff commitment.

### **Business Planning**

- Establish an effective year on year Financial Planning system
- Develop a comprehensive set of financial performance criteria for the Hospice and its commercial activities, through which the Senior Management team and Executive Directors can judge performance and progress.
- Develop with the CEO and Executive Management team a five-year financial plan for the hospice and its commercial activities.

### **General Requirements**

**This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook**

**Competence** You are responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Hospice that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards. It is a requirement that you adhere to Nightingale House Hospice Policies, Procedures, Protocols and guidelines at all times.

### **Health and Safety Requirements of the Hospice**

All employees of the Hospice have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Hospice to meet its own legal duties including attendance at mandatory training updates and also to report any hazardous situations or defective equipment.

### **Data Protection and Confidentiality**

The post holder must treat all information, whether corporate, staff or patient information, in a discreet, secure and confidential manner in accordance with the provisions of the current data protection legislation and organisational policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under statutory legislation and the hospice's disciplinary policy. This duty of confidence continues after the post holder leaves the organisation.

### **Records Management**

As an employee of the hospice, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. The post holder should consult the IG Lead if they have any doubt as to the correct management of records with which they work.

### **Flexibility Statement**

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**The post is subject to an enhanced disclosure check with the Disclosure and Barring Services (DBS).**

**This post is subject to the Terms and Conditions of employment of the Hospice as specified in the staff handbook**



**PERSON SPECIFICATION**

**JOB TITLE:**

**Finance Manager**

**GRADE:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>ACA or CIMA qualified/part qualified or qualified by relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant degree or master's qualification</li> </ul>	Application/certificates/Interview
<b>EXPERIENCE</b>	<p>2 years plus at management or senior supervisory level within a finance environment and with significant reporting responsibilities</p> <p>Payroll and Pension experience</p> <p>Experience of using computerised accounting packages, including Excel</p> <p>Experience of providing appropriate financial advice and support to managers and senior managers</p> <p>Experience of preparing budgets and final accounts within a framework of recognized and contemporary accounting standards.</p> <p>Experience of VAT relating to retail and catering</p> <p>Experience of Group Accounts and intercompany transactions</p> <p>Change Management</p>	<p>Four years plus at management level</p> <p>Previous experience of working in the charity/not for profit sector.</p> <p>Previous staff supervisory/management experience</p> <p>Knowledge of charity accountancy regulations and requirements for audit under SORP (statement of recommended practice)</p> <p>Experience of gift aid processing</p>	Application/Interview

<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Proven leadership skills</li> <li>• Effective planning skills</li> <li>• Presentation skills</li> <li>• High level of computer literacy- in particular Excel.</li> <li>• Ability to analyse and evaluate data</li> <li>• Time management skills</li> <li>• Ability to work creatively, flexibly and as part of a team</li> <li>• Sound written and oral communication skills</li> <li>• Ability to adapt to and contribute to a changing environment.</li> </ul>	Active member of appropriate financial body.	Application/ Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Financial management reporting</li> <li>• Good working knowledge of accountancy principles and practices</li> <li>• Current accounting practices</li> </ul>	<ul style="list-style-type: none"> <li>• Charity Commission Regulations</li> <li>• Gaming Board regulations</li> <li>• IR35 and gift aid</li> </ul>	Interview
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"> <li>• Articulate</li> <li>• Good communication skills</li> <li>• Team player</li> <li>• Ability to prioritise workload and meet deadlines.</li> <li>• Willingness to work out of normal office hours and attendance at evening meetings as and when need arises.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous/current participant in the voluntary/not for profit sectors</li> </ul>	Interview
<b>OTHER RELEVANT REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Commitment to the principles and practices of Equal Employment Opportunity and Ethical Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• Willingness to undertake further training and study</li> </ul>	Application Interview

Date Reviewed: March 2022

Reviewed by Head of Operations

Employee's Signature:

.....Date:.....