

<b>Queenscourt Hospice Role Description</b>	
<b>Post:</b>	Head of Finance
<b>Responsible for:</b>	Finance Officer(s), Finance Assistant(s)
<b>Reportable to:</b>	Director of Corporate Services
<b>Accountable to:</b>	Director of Corporate Services, Hon. Treasurer

### **Job Summary:-**

Responsible for ensuring the financial integrity of the organisation. To direct and manage the provision of quality technical management and statutory financial information to support the Trustees, Directors and budget holders of the charity. To devise and deliver impact reports and present objective financially based ethical advice to influence strategic planning. To lead, motivate, develop and manage the finance team. Responsible for preparation of statutory year end accounts to audit. The Head of Finance is responsible for all day to day accounting and financial management of the charity.

### **Key Tasks & Responsibilities**

#### **Line Management**

1. Lead the finance team, providing management, support and development to the finance team members within their areas of responsibility.
2. Conduct Staff appraisals.
3. Facilitate finance training, guidance and development as required.
4. Support finance volunteers.

#### **Management Reporting**

5. Maintain all aspects of financial reporting management and accountancy matters, including audit systems.
6. Oversight for preparation of accurate, timely and objective monthly management accounts for each of the various internal departments.
7. Monitor and analyse variance reports.
8. Analyse and monitor a variety of income and expenditure streams including property and investment performance, external funding, income generation performance including fundraising.
9. Advise on target performance to budget holders, Directors, and Treasurer.
10. Maintain accurate and efficient financial records of the charity.

#### **Oversight - Controls and procedural responsibilities**

11. Review finance policies and update as required.
12. Maintain up to date knowledge of SORP and charitable accounting practices.
13. Oversee cash requirements and arrange cash transfers including selling investments as required.
14. Advise on short term deposit rates and credit ratings to determine funds are invested in accordance with objectives.
15. Oversee and conduct regular supplier reviews, banks, auditors, insurers, utilities, etc.

16. Leading on development of the finance function, oversee the implementation and revision of systems and processes.
17. Contribute to long term strategic planning and relate on going advice to the Treasurer, Directors and Senior Leadership Team.
18. Monitor, support and offer guidance to ensure timely, efficient and accurate - Gift Aid Management, VAT claim, intercompany cross charges, sales and purchase invoice coding and processing, debt collection, all bookkeeping entries are processed in accordance with financial procedures.
19. Manage income in conjunction and liaison with external funders.

### **Communication**

20. Provide regular liaison with sound financial advice to Treasurer and Directors.
21. Proactively make appropriate recommendations and advise on financial impacts to the charity.
22. Liaise with external service providers including funders, Insurers, Bank, Investment Managers, Pension Advisers, consultants and charity finance specialists.
23. Nurture close working relationships with Treasurer and auditors.
24. Provide support and financial advice to train budget holders and project managers.
25. Support the Corporate Services Director on all financial management and administration matters.
26. Assist with completion and submission of Annual Return for Charity Commission.
27. Provide data as required to Office of National Statistics, Charity Commission, Companies House, Hospice Collaboratives and Hospice UK.
28. Support the Senior Management Team and assist with strategic planning.
29. Liaise with solicitors and legacy executors regarding bequests.
30. Network with the North West Finance Group.
31. Attend regular meetings with the Corporate Services Director and Treasurer.

### **Producing and presenting financial reports**

32. Manage Cashflow forecasts weekly, monthly and annually to ensure funds to maintain charity finance commitments.
33. Provide verbal and written reports as may be required by the Treasurer or Directors.
34. Identify potential impact of new initiatives.
35. Continually focus and identify efficiencies and savings across the organisation.
36. Maintain Cost Control schedules for capital projects (ensuring CAPEX approval and accurate VAT submissions)
37. Support the Treasurer with preparation of Reserves and Investments Policy, Statement of Objectives and Reserves Policy Statistics.
38. Review partnership agreements and contracts.
39. Influence reporting for Queenscourt Hospice Retail accounting processes to mirror hospice policy and procedures.
40. Prepare ad hoc budgets and costings for submission to funders.

### **Audit and Year End**

41. Be responsible for Statutory financial reporting for year end audit in line with the charity SORP and FRS regulations.
42. Work with charity's external auditors.
43. Manage preparation of Contingent Liabilities.
44. Manage and review Designated & Restricted Funds.
45. Be responsible for Capital and Fixed Asset Register including depreciation calculations.

### **Payroll & Pensions**

46. Be responsible managing for Pension administration.
47. Have oversight of annual pension review including liaison with staff, payroll & pension provider and submit revised pension arrangements to service providers.
48. Manage liaison with payroll and pension provider to identify and eliminate variances.
49. Have oversight of analysis re: monthly payroll and pensions against budget and by department.

### **Budget**

50. Formulate financial targets and budgets across all departments for approval by Board of Trustees.
51. Review performance against targets externally and internally.
52. Work with budget holders to review performance against budgets, set budgets and monitor overall organisations finances.
53. Forecast year end position.

### **Policies and Procedures**

54. Understand and comply with the policies and practices of Queenscourt.
55. Participate in an annual development and review process.
56. Attend statutory training in accordance with Queenscourt requirements.

### **Health and Safety**

57. The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.
58. Be responsible for acting on, as per the Health and Safety policy, any reports made to them by staff regarding health and safety concerns.

### **Other**

59. Maintain absolute confidentiality in all areas of work.
60. Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity.
61. Any other duties commensurate with the grade and post.

### **NOTE:**

**This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.**

## Person Specification – Head of Finance

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified to level 4 AAT (Diploma or accounting equivalent) including experience within a senior financial leadership role</li> <li>• Member of professional accounting body</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of or working towards a higher level accountancy qualification</li> <li>• Professional finance qualification</li> </ul>	Application Form Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experienced in a senior financial role</li> <li>• Experienced in productions of management and year end accounts</li> <li>• Experience of team leadership</li> <li>• Experience in strategising, planning and forecasting financial reports and data including budgets, cashflow forecasting and impact reports</li> <li>• Experienced in applying detailed accounting skills</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a charitable, health care or public sector setting.</li> <li>• Experienced in the administration of work pension schemes</li> </ul>	Application Form Interview References
<b>Skills &amp; knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication, written and verbal</li> <li>• Excellent influencing skills,</li> <li>• Proactive and self-motivated, problem solver</li> <li>• Proven ability to lead a team and implement tight efficiencies and controls</li> <li>• Extensive knowledge of accounting software preferably Sage Intacct.</li> <li>• Excellent time management skills.</li> <li>• Excellent mathematical skills.</li> <li>• Excellent analytical skills and attention to detail</li> <li>• Advanced Microsoft Excel skills</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Can make important decisions, under pressure and deliver within time constraints</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of hospice and charitable philosophy.</li> <li>• Knowledge and understanding of the NHS Pension Scheme</li> </ul>	Application Form Interview References Test
<b>Personal Qualities</b>	Highly motivated, can demonstrate initiative and an intuitive approach to dealing with sensitive situations and problem solving. To work with integrity, positive and flexible approach along with an understanding of the charitable ethos and of working with volunteers. Must have strong ethics, with an ability to manage confidential data		References Interview
<b>Disclosure and Barring Service (DBS)</b>	This post is subject to a disclosure and barring check		