

**Job Description**

**Job Title:**  Finance Manager

**Salary range:** Spinal Points 25,27,29

**Hours:** 37.5hrs / week

**Department:** Finance Directorate

**Location:** St Michael’s Hospice, Bartestree

**Reports to:** Finance & Facilities Director

**Responsible for:** Finance Team – staff and volunteers

**Financial Responsibilities:**

**Job Purpose**

* The provision of timely, accurate and meaningful financial information to the Strategic Management Team, operational managers and budget holders ensuring effective internal and external financial controls (including budgetary) are developed and implemented.
* Assist the Finance and Facilities Director in the development of the financial strategy to support appropriate business decision making within a strong financial control environment.
* To lead and manage the Finance Team

**Responsibility Areas**

* Provide leadership to the Finance team, motivating and developing individual and team performance to ensure day-to-day operations of the Finance department are fit-for purpose, efficient, effective and timely to support the wider organisational strategy.
* Provide financial advice and commercial oversight to business partners in support of new service design and fundraising business ventures.
* Responsible for the co-ordination of statutory and management accounting and reporting.

**Key Activities**

**Leadership**

* Lead, develop and motivate individual and Finance Team performance through building strong working relationships, setting clear and fair expectations, and translating strategy and plans into measurable deliverables. Develop KPIs and control checks to evaluate performance of individuals and the team, while monitoring and managing the workloads and outputs of the Finance Team, and the resources available to them, to ensure activities meet the needs of the department and the wider organisation.
* Identify the training and development needs of individuals and facilitate opportunities for learning.
* Deputise as required for agreed aspects of the Finance & Facilities Director’s duties.

**Business Partnering**

* Work with senior management and budget holders to develop their understanding of financial management, advising on opportunities and highlighting potential risks, facilitating informed decision-making and the production of robust strategic and operational plans to support overarching strategies.
* Provide financial expertise and information to support new service design and the preparation of business plans, providing commercial oversight on new business ventures.
* Maintain good working relationships with all departments, understanding and enhancing day-to-day interaction with the Finance Team, considering the impact of change on internal processes, controls and financial plans so that the Finance Team can support change and enable improvement in pursuit of business goals.
* Analyse business performance and financial information advising on how to pre-empt problems and adapt to changing circumstances and developments.

**Day-to-day Operations**

* Oversee the day-to-day activities and outputs of the Finance department, ensuring the accuracy and integrity of financial data, identifying and implementing improvements to policies, procedures, and systems in support of the organisations statutory and management accounting reporting requirements. Responsibility includes:

**Payroll & Pensions**

* Delivery of an effective and legislatively compliant payroll service, administering the payroll system in accordance with established processes and procedures, and keeping up to date with legislative changes.
* Liaising closely with HR prior to the completion of the monthly payroll process to ensure all known changes are included in a timely manner.
* Ensuring accurate RTI submissions, PAYE, pensions and other payroll creditors are made in accordance with deadlines.

**Purchase Ledger**

* Delivery of an effective creditor payment service, co-ordinating weekly payment runs to ensure invoices are paid correctly and in a timely manner.

**Sales Ledger / Income Processing**

* Delivery of an effective sales ledger / income processing service, ensuring that all income is appropriately recorded, safeguarded and banked at the earliest opportunity.

**VAT, Gift Aid and Gambling Commission**

* Ensure that VAT is properly accounted for and that a tax efficient approach is taken to all aspects of the organisation’s operations to ensure maximisation of the amount of VAT reclaimed.
* Complete and submit accurate quarterly VAT returns in accordance with HMRC deadlines for the Charity and subsidiary, assessing partial exemption VAT.
* Complete and submit retail Gift Aid claims ensuring compliance with all HMRC gift aid legislation.
* Oversee the completion and submission of Hospice Lottery returns to the Gambling Commission.

**Statutory and Management Accounting, Reporting and Planning**

* Plan, deliver and update key financial activities such as monthly management accounts, budget setting, forecasting, cashflow modelling and management, variance analysis and balance sheet review.
* Provide support to the Finance and Facilities Director in strengthening and enhancing the way in which financial information is produced, analysed and reported to Trustee’s and Strategic Management.
* Co-ordinate the preparation of the organisation’s accounts for audit in accordance with current accounting good practice and Charity Commission’s Standards of Recommended Practice (SORP), liaising with the auditors.

**Financial Systems, Control and Development**

* In conjunction with the Finance and Facilities Director, develop and formalise robust policies, procedures and systems of internal financial controls, in line with current good practice.
* Develop KPI’s and control checks to evaluate financial performance.
* Maintain a comprehensive document of all Finance Team systems, processes and procedures.
* Continuously review and recommend improvements to systems, processes and procedures and implement within the team and wider organisation as appropriate.

**Person Specification**

1. **Specialist knowledge and / or experience**

**Essential**

* ACA, ACCA, CIPFA or CIMA qualification or equivalent
* Experience of leading a successful finance team within an organisation of a similar size and complexity.
* Knowledge and understanding of the Charity SORP, and advanced accounting principles, financial reporting, cost accounting, budgeting and forecasting, VAT and payroll.
* Strong IT skills, with proven experience of maintaining and developing financial systems and processes.

**Desirable**

* Knowledge of Charity law
* Experience of working in the voluntary sector
* Previous work with volunteers
* A familiarity with SAGE 50 Accounts and Payroll

**2) Skills and behaviours**

**Specialist knowledge –** Understands technical or professional aspects of work and continually maintains technical knowledge.

**Commercial awareness –** Understands and applies commercial and financial principles. Views issues in terms of costs, profits, markets and added value.

**Quality Orientation** Provides a quality service. Maintains high professional standards and gets work right first time.

**Persuasiveness** – Influences, convinces or impresses others in a way that results in acceptance, agreement or behaviour change.

**Using Initiative** Takes responsibility for own actions and makes decisions without referring to others. Acts on own initiative.

**Problem Solving** Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.

**Team Working** Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.

**Organisation** Organises own time effectively and creates own work schedules. Prioritises and prepares in advance. Sets realistic timescales.

**Reliability** Is reliable; follows directions from supervisors and respects policies and procedures. Shows commitment to the organisation and task completion.

**Resilience** Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control of themselves.

**3) Special conditions**

* Must be prepared to travel throughout country.
* High volume of VDU work - This post has been identified as one with a high content of keyboard work. Training will be given in the correct use of VDU’s.
* Occasional requirement to work evenings and / or weekends.

**Our values**

* Respect, dignity and the privacy of our patients and families always come first.
* Compassion and respect towards each other.
* People are at the heart of everything we do.
* Transparency and candour.
* Collaborative working and a common-sense approach.

**Equal Opportunities Statement**

At St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

**May 2023**