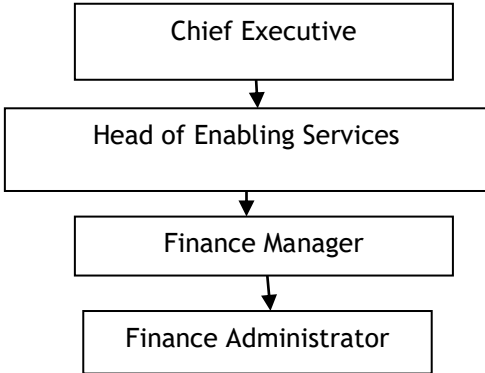


Job Description

1. JOB DETAILS	
Job Title	Finance Manager
Department	Enabling Services
Grade	Grade 6
Responsible to:	Chief Executive
2. AIM	
Management of Hospice finance related functions to support the delivery of all services, ensure compliance with financial policies and procedures, and promote the achievement of best value and best practice.	
3. ORGANISATIONAL CHART	
 <pre> graph TD CE[Chief Executive] --> HES[Head of Enabling Services] HES --> FM[Finance Manager] FM --> FA[Finance Administrator] </pre>	
4. KEY RESPONSIBILITIES	
Communication and relationships	
<ul style="list-style-type: none"> • Reporting to the Chief Executive, provide day to day financial support to all functions within the Hospice. • .Liaise with the Charity's auditors and be the primary link with them in the preparation of annual accounts and the solicitation of advice and guidance. • Member of Enabling Services Managers' Group, with collective responsibility for the delivery of the Charity's Operational Plan in relation to Enabling Services. 	
Analytical and judgement skills	

- Constant analysis of income and expenditure trends to inform Trustees and budget holders and ensure the availability of required resources.
- Monitoring of agreed financial key performance indicators and provision of recommendations for meeting and exceeding them, as well as developing other appropriate measures of performance
- Preparation of operational budgets to support the development of new work and initiatives
Identification of key financial risks and potential ways to mitigate and control them.

Planning and organisational skills

- Overall planning and coordination of all financial management functions.
- Coordination and production of the annual Hospice Budget.
- Ensure best practise at all times in relation to financial management sensitive to the overall aims and objectives of the Hospice.
- Preparation of financial information for Companies House, and the Charity Commission in compliance with registration requirements.
- Preparation of end of year accounts to trial balance stage.

Physical skills

- Standard keyboard skills are required.
- Experience of using SAGE, Microsoft Office and other software packages.

Patient/Client Care

- Occasionally provide information in relation to donations to patients, their families and carers.

Policy and Service Development

- Responsible for the development and updating of any finance related policies and procedures.
- Comply with all Hospice Policies and procedures.

Financial and Physical Resources

- Responsible for producing regular management accounts and quarterly reports to the Finance Sub Committee.
- Preparation of information to meet audit requirements.
- Coordinate information for and accuracy of monthly payroll.
- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met.

Human Resources

- Responsible for all day to day management relating to the Finance team including recruitment, induction, training, appraisal, and the early stages of discipline
- In addition provide finance for non-finance people information and training to ensure managers and others understand the role of budgets and accounts in the work of the Charity
- Attend appropriate training when mandatory and when identified and agreed at IPR.

Information Resources

- Responsible for prioritising the ongoing development of the Hospice's Finance systems including SAGE.
- Preserve confidentiality of any information regarding patients, staff, volunteers and the business of the Hospice.
- Ensure the accuracy and quality of financial information is monitored at all times.

Research and Development

- Support any audit or surveys taking place in any operational area.
- Continually look for ways to improve the quality of the service one provides within the area of work.

Freedom to Act

- Work within the agreed annual budget and financial procedures.

EFFORT & ENVIRONMENT**Physical**

- The post is office based.

Mental

- The nature of financial work is such that attention to detail is required. As there can be frequent interruptions e.g. visitors and telephone calls good concentration and prioritisation skills are essential.

Emotional

- There is an occasional requirement to interact with users of Hospice services, their families and carers.

Working Conditions

- The post is Hospice based.

Data Protection and Confidentiality

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

Health and Safety

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these.

Safeguarding

- All employees within the Hospice have a responsibility for, and is committed to, safeguarding and promoting the welfare of children and vulnerable adults and ensure they are protected from harm.
- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

Infection Control

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

Equal Opportunities

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others

Note: This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some Flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

JOB DESCRIPTION AGREEMENT

Signature of Post holder

Date:

Signature of Manager:

Date: