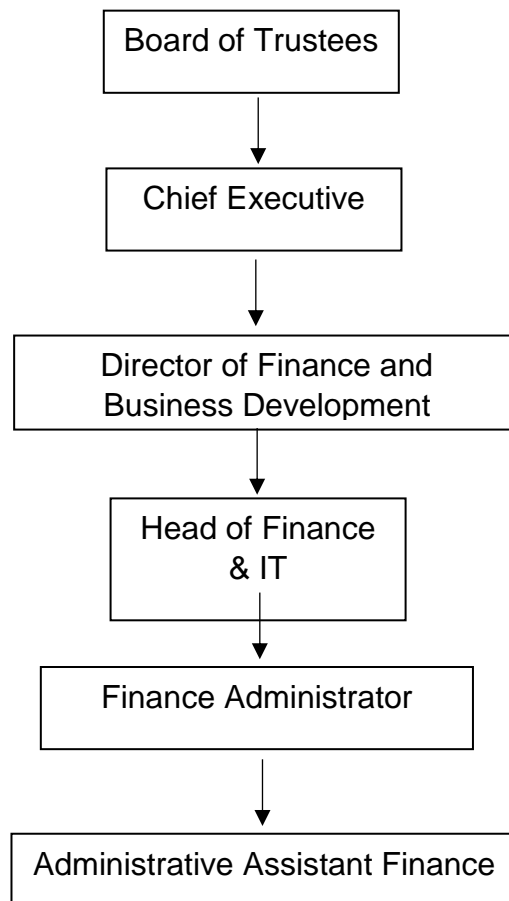


## Job Description

<b>1. JOB DETAILS</b>	
<b>Job title:</b>	<b>Head of Finance &amp; IT</b>
<b>Organisation:</b>	<b>Hospice at Home Carlisle and North Lakeland</b>
<b>Accountable to :</b>	<b>Director of Finance and Business Development</b>
<b>Location:</b>	<b>Valley Court, Barras Lane, Dalston</b>
<b>2. JOB SUMMARY</b>	
<p>The post holder will oversee the financial management and planning systems of the charity and support the management of the IT contract in collaboration with the Director of Finance and Business Development. You will provide management accounts including profit and loss, balance sheet reports and cash flow reports to the Chief Executive and the Director of Finance and Business Development .</p>	
<b>3. ROLE OF ORGANISATION</b>	
<p>To provide an expert and comprehensive Hospice at Home service to enhance the experience of patients with cancer from diagnosis through treatments to palliative and end of life care and to others with progressive life limiting conditions. The service also supports relatives and carers providing care predominately in the home or within the local community.</p> <p>Hospice at Home is a charitable organisation working alongside and in collaboration with other specialist palliative care providers, local primary care services and Adult Social Care Services as well as acute settings and residential care.</p> <p>The service provides nursing care and support, respite, specialist services of Lymphoedema, Occupational Therapy, Family and Bereavement Support, Counselling and Complementary Therapy.</p> <p>Care is provided by Registered Nurses, Nursing Associates, Assistant Practitioners, Health Care Assistants, Volunteers, Counsellors and Allied Health Care Professionals supported by administrative staff.</p>	

The charity has a sustainable financial and income generation function that is in line with regulatory and legal requirements. The fundraising and marketing strategy supports Hospice at Home's charitable aims. .

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

**Internal**  
 Executive Team  
 Director of Finance and Business Development  
 Trustees  
 Staff and Volunteers (both Clinical and Non-Clinical)  
 Fundraising and Marketing Administrative Staff  
 Director of Clinical Services  
 Finance Team

**External**

Provider of Management Accounts  
General Public  
Auditors  
Financial Institutions  
Charity Commission / Companies House  
Pension Scheme Providers  
Business Partners

The above list is not exhaustive and there will be other external bodies that the post holder will have links to either as a one off or on-going basis.

**6. DUTIES AND RESPONSIBILITIES OF THE POST**

- Support the Director of Finance and Business Development to maintain robust financial procedures and controls
- Assist in the preparation of monthly accounts ensuring SAGE is up to date for all transactions, deputising to Director of Finance and Business Development in managed accounts as required
- Provide summary of bank accounts on a monthly basis ensuring reconciliations are complete on Sage on a monthly basis.
- Work in line with finance policies and procedures, updating as required.
- Oversight and support for finance assistant's production of monthly devolved budgets and annual reporting.
- Support the completion of Charity Commission and Companies House returns HMRC (including Gift Aid claim) and other statutory forms.
- Ensuring sales and purchasing invoices attached to right budget headings and coded correctly for VAT purposes on Sage.
- Ensure all information is accounted for in Sage in a timely manner to allow for completion of the VAT return, deputising for the Director of Finance and Business Development
- Processing weekly cheque runs and on line payments.
- Responsible for the production of reports from Donor flex and Cybertill and reconciliation of the income on a monthly basis.
- Reconciliation of credit cards on a monthly basis.
- Reconciliation of income from the shops on a monthly basis.
- Ensure the reputational risk is controlled by prioritising payroll, payment of invoices and managing the cash flow.
- Manage incidents and identified risks in the finance department.
- Assist in the preparation of end of year accounts to final audit stage.
- Support production of monthly management accounts and reporting for Chief Executive and Trustees and Director of Finance and Business Development. Deputise when required for Director of Finance and Business Development
- to present monthly reports to finance Sub Committee and the Board.
- Support payroll process.
- Receive payroll reports and assign to correct budget headings.  
Liaise with Pension Providers, complete NHS remittance monthly and provide Director of Finance and Business Development monthly and annual reports.

- Investigate financial enquiries (staff and supplies) providing assistance and advice as required.
- Provide daily management and support to the finance administrator and finance assistant.
- Provide induction to new members of staff in the finance and fundraising department including support to learning systems and procedures in place.
- Undertake monthly supervision with the finance administrative team.
- Undertake annual appraisals of the finance administrative team.
- Support fundraising team with financial assistance for events, flag days, leases and till and card transactions
- Attend Team Lead meetings.
- Support other organisational management, eg. recruitment and the development of policies and procedures.
- Ensure all signatories for finance bank accounts are up to date and best value plans in place for bank account.
- Oversight on payroll managed business info monthly return to .gov.
- Have responsibility for the management of petty cash for retail and Valley Court Office
- Have oversight and manage/liaise with IT provider. Oversee the management of the It ticketing system to ensure IT issues are resolved in a timely manner
- Be responsible to develop personal and professional development, ensuring appraisal annually, taking on additional duties as required to support development of the organisation.
- Provide support and cover as required as directed by line manager

## **7. WORK SETTING AND REVIEW**

The post holder works autonomously and will be free to act upon own initiative seeking supervision and guidance from the Director of Finance and Business Development on areas where decisions are out with the role and responsibilities of the post holder. The post holder will report to the Director of Finance and Business Development as agreed on projects and workload.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- Adhere to policies and procedures and relevant legislation including the requirements of the any professional bodies
- Attend mandatory training as identified by Hospice at Home
- Adhere to infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections
- Act as an ambassador for Hospice at Home.

<b>9. CONFIDENTIALITY</b>
The post holder must maintain the confidentiality of information about patients, staff and Hospice at Home business in accordance with the Data Protection Act 1998 and Caldicott principles.
<b>10. HEALTH AND SAFETY</b>
Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.
<b>11. RISK MANAGEMENT</b>
All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.
<b>12. EQUALITY AND DIVERSITY</b>
All employees of Hospice at Home have responsibility to: <ul style="list-style-type: none"> <li>▪ Act in ways that support equality and value diversity.</li> <li>▪ Treat everyone with whom they come into contact with dignity and respect.</li> <li>▪ Act in ways that are in accordance with The Equality and Diversity policy and Dignity in the Workplace policy.</li> </ul>
<b>13. SAFEGUARDING</b>
All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role within the organisation.
Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.
<b>14. INFORMATION GOVERNANCE</b>
The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Hospice at Home's policies and procedures to ensure that information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with General Data Protection Regulation 2018. The post holder must check with the Caldicott Guardian or Information Governance Lead before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the General Data Protection Regulation 2018.

The post holder must manage the records they create or hold during the course of their employment with the organisation in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. General Data Protection Regulation 2018, Freedom of Information Act 2000, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic, is accurate, complete and relevant.

## **15. JOB DESCRIPTION AGREEMENT**

Post holder's signature .....

Date .....

Line Manager's signature .....

Date .....

**PERSON SPECIFICATION**

**POST TITLE: Head of Finance & IT**

Factor	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>NVQ Level 3/Association of Accounting Technicians (AAT) Technician Level</li> </ul>	AAT Level 4
Experience	<ul style="list-style-type: none"> <li>Minimum of 3 years' experience in Financial Management</li> <li>Budget setting and cost analysis</li> <li>Accounts preparation to final audit stage</li> <li>Monthly Management Accounts</li> <li>Relevant accounts experience</li> <li>Payroll and Pension experience</li> <li>Sage Line 50 Accounts.</li> <li>Microsoft Excel</li> </ul>	Working in the Voluntary Sector and charity finance
Knowledge	<ul style="list-style-type: none"> <li>Understanding of VAT</li> <li>Understanding of Gift Aid</li> <li>Computer Software packages</li> <li>Understanding of charity accounting requirements</li> </ul>	Statutory Requirements in relation to Charity Commission / Companies House
Skills and Aptitudes	<ul style="list-style-type: none"> <li>Excellent computer skills</li> <li>Ability to work on own initiative and as a member of a team</li> <li>Enhanced communication skills both verbal and written</li> <li>Ability to negotiate</li> <li>Self-motivated</li> <li>Ability to network within the area and out with</li> <li>Promote equality and diversity</li> </ul>	
Personal Circumstances	Flexible working	
Other requirements	Car driver	

**PERSON SPECIFICATION AGREEMENT**

Post holder .....

Date .....

Line Manager .....

Date .....