



Finance Manager

The Hospice of St Francis Charity provides essential free care across West Hertfordshire and South Buckinghamshire and inspires people to raise over £5million every single year to fund this care. Our care at home and in the Hospice, delivered through inter-disciplinary teams and skilled volunteers is rated outstanding by the Care Quality Commission. As a local employer we aspire to meet this 'outstanding' rating in all aspects of what we do, from the experience of staff and volunteers through to our compliance with the corporate, financial, fundraising, charity and trading regulations for our business. The post holder will work in a collaborative, friendly team within a fast-paced environment.

Permanent: 37.5 Hours per week – Salary band 7b - 8i (dependent on qualifications & experience)

Accountable to: Director of Finance and Performance

Direct Reports: Senior Finance Assistant, Finance Assistants, Junior Finance Assistant

Indirect Reports: Cashier and Estates Co-Ordinator

Main duties and responsibilities:

- Lead and manage the finance team and finance volunteers
- Lead on VAT submissions, month-end and year-end closing processes, ensuring compliance with accounting principles and statutory regulations
- Be the first contact with the banks, HMRC and auditors

**The Hospice of St Francis supports flexible working, paid carers leave and jobshare*

Key Accountabilities, Responsibilities & Tasks	
Departmental & Role Specifics	<ul style="list-style-type: none"> • Lead and manage the finance team and finance volunteers. • Lead on month-end closing processes to support monthly management accounts. • Lead on year-end closing processes and prepare the year-end audit pack for the statutory audit, and oversee the audit process liaising with the auditors as required. • Maintain a weekly cashflow forecast ensuring sufficient working capital is maintained whilst maximizing short-term investments. • Work with the People Team to ensure the monthly payment of employee salaries is met. • Prepare the quarterly VAT returns for review and sign off by the Director of Finance and Performance. Act as the key contact for VAT and ensure robust systems are in place to comply with HMRC requirements. • Lead on the collaboration with the trading and fundraising departments and CRM Manager to ensure accurate processes are in place, to include the sharing of data through manual or automated integration. • Ensure creditors and debtors are kept to a minimum. • Manage accruals and prepayments. • Be the main contact with the banks and facilitate any overdraft facility with trustees as required and manage the bank mandates. • Be the main contact for the use of the finance system and lead on resolving any issues. • Ensure processes within the department are clearly documented • Review the Financial Procedures Handbook, ensuring it is complied with within the department and update financial processes as appropriate. To include regular review of process improvement and risk mitigation. • Control and update the Fixed Asset Register, liaising with the Estates Co-Ordinator to maintain

	<ul style="list-style-type: none"> accuracy. Control and update the Restricted Funds log, liaising with Fundraising to maintain accuracy. Ensure the finance team comply with accounting principles and company policies. Any other tasks and responsibilities commensurate with the role and needs of the business.
Qualifications, Skills, Experience, Knowledge & Approach	<ul style="list-style-type: none"> Formal accountancy qualification (eg. ACCA, CIMA) - essential Advanced understanding of accounting principles and practices - essential Previous experience of managing a finance team and carrying out performance reviews - essential Proficiency in MS Office, especially Excel - essential Familiarity with accounting software (ideally Sage Intacct) - essential Strong attention to detail, accuracy and organisational skills - essential Excellent communication and interpersonal skills - essential Ability to work independently and as part of a team – essential Leading and developing a team - essential At least two years' management experience within a finance function - desirable A pro-active approach to work and problem solving, and the ability to spot and deal with issues as they occur - essential A 'can do' outcome focused attitude and approach
Key Accountabilities, Responsibilities & Tasks	
Communication	<ul style="list-style-type: none"> Consistent and effective communication with all members of the team and all visitors to the Charity.
Internal & External Contacts	<ul style="list-style-type: none"> All employees, volunteers, trustees and patrons Members of the general public. External organisations/suppliers
Decision Making	<ul style="list-style-type: none"> Freedom to make decisions within the boundaries of the Job Description and charity policy and procedure
Mental and Physical Consideration. Working Conditions & Environment	<ul style="list-style-type: none"> The post holder may be required to change from one activity to another to meet the changing needs of the service. Required to sit at a computer. The post holder will be required to work in a high volume, fast paced environment. Frequent interruptions should be expected.
Health & Safety	<ul style="list-style-type: none"> Understand and comply with all Health and Safety, Fire and Infection Control regulations Complete all mandatory training and ensure compliance of direct reports and contractors Report any accidents or incidents in the department
Safeguarding	<ul style="list-style-type: none"> Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis

This list of tasks and responsibilities is not exhaustive, other relevant and appropriate duties as required by the Manager may be required. This Job Description will be reviewed and can be amended by agreement with the Post Holder and Manager.