

**SAINT FRANCIS HOSPICE**  
**JOB DESCRIPTION**



<b>JOB TITLE</b>	Finance Business Partner
<b>GRADE</b>	6A
<b>HOURS OF DUTY</b>	37.5 hours per week, Full Time
<b>REPORTS TO</b>	Head of Finance
<b>KEY RELATIONSHIPS</b>	Senior Finance Business Partner, other members of the Finance Team, Department Heads, Budget Holders and Business Partner peers.
<b>RESPONSIBLE FOR</b>	Accurate and timely monthly reporting, stakeholder business partnering support, financial analysis and insight, budget and forecasting and risk management support.

**JOB SUMMARY**

This role provides financial advice across Directorates to deliver the strategic objectives of the Hospice's 5-Year plan. The role holder will utilise their commercial expertise to create an environment for strategic and operational conversations to take place with the Heads of Departments to influence decision-making and achieve optimal performance, whilst assessing any associated risks and benefits.

**MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for monitoring and reporting upon the financial position of the Directorates across the Hospice to relevant stakeholders, using appropriate means of communication and financial analysis to ensure an effective and efficient budget management service is provided.
- Produce reports, analysis and presentations to provide clear and useful information to budget holders and Directorate senior management. Inputs and manipulates financial data into computer databases and spreadsheets, where speed and accuracy are necessary.
- Develops and maintain an on-going professional relationship with budget holders, to ensure that the needs of budget holders and senior management are fully satisfied and that service level agreements are adhered to.
- Discussing financial queries with staff, suppliers, customers, which are often complex, including reasons for delays in payment and other sensitive issues; discusses financial issues with customers, which may be contentious; provides advice on complex financial and corporate issues to.
- Attend key meetings, as a finance expert, to provide support and advice on an ad-hoc basis; preparing and presenting reports and/or analysis as may be required.
- Maintain staff expenditure forecasts for Directorates, ensuring the accurate recording of vacancy slippage, agency cover spend and changes to the approved establishment.
- Designs, formats financial spreadsheets and databases.
- Work to Key Performance Indicators for the Department for the purpose of quality and performance monitoring against organisational objectives.

- Concentration required when inputting data, checking and reconciling information, making calculations and when answering queries from Budget Holders and colleagues.
- Able to escalate areas of concern without reference to line manager and to deputise for the Senior Finance Business Partner as required.
- Working closely with Heads of Services to develop business cases as necessary in line with prescribed Hospice Policy and process. Ensure that costings of cases are robust, and evidence based and reflect full consideration of options to deliver best value.
- Ability to communicate clearly and effectively to a wide range of individuals, e.g. preparing, and presenting financial information to budget holders and Heads of Services, working with Directors and assisting stakeholders including external auditors.
- Able to constructively and professionally challenge colleagues where suggested course of action may inappropriate or contentious in relation to guidance.
- Maintain an effective working relationship with other teams and individuals in the finance function to understand and support processes within finance.
- The post holder will be responsible for continually maintaining their working knowledge of local practices, policies and procedures and highlight ongoing training and development needs to their manager.
- Respond to requests for support from on any financial, statistical or administrative matter.
- The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

#### **ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice, you should expect that it is likely that you will come into contact with individuals in our care, their loved ones and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to individuals in our care, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

**REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26-week period you should work no more than 1248 hours.

**PERSON SPECIFICATION****FINANCE BUSINESS PARTNER**

<b>E = ESSENTIAL</b>	<b>D = DESIRABLE</b>	
<b>Demonstrating the Hospice Values</b>		
<b>Compassionate</b> – we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.	<b>E</b>	
<b>Collaborative</b> – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.	<b>E</b>	
<b>Creative</b> – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.	<b>E</b>	
<b>Qualifications &amp; Training</b>		
<input type="checkbox"/> Working towards a professional accountancy qualification – Certificate Level/Association of Accounting Technicians (AAT) Member or equivalent experience to degree level	<b>E</b>	
<b>Skills/Abilities/Knowledge</b>		
<input type="checkbox"/> Evidence of excellent practical application in the use of Microsoft Excel, together with other Microsoft applications.	<b>E</b>	
<input type="checkbox"/> Financial modelling / data analysis skills		<b>D</b>
<input type="checkbox"/> Ability to present information to internal and external stakeholders.	<b>E</b>	
<input type="checkbox"/> Ability to deal with all levels of personnel and to communicate effectively to stakeholders, including to non-finance staff	<b>E</b>	
<input type="checkbox"/> Able to challenge and support senior stakeholders.		
<input type="checkbox"/> Ability to prioritise work and meet deadlines.	<b>E</b>	
<input type="checkbox"/> Demonstrable commitment to continuing professional development and compliance with the requirements of relevant qualifying institute.	<b>E</b>	
<input type="checkbox"/> A willingness to undertake further training and to adopt new procedures.	<b>E</b>	
<b>Experience</b>		
<input type="checkbox"/> Experience of dealing with external regulators and commissioners, including submission of claims to funding bodies.		<b>D</b>
<input type="checkbox"/> Significant experience of working within the principles of confidentiality and data protection/security that is relevant to this role.		<b>D</b>
<input type="checkbox"/> Experience of financial coding structures and financial processes	<b>E</b>	
<input type="checkbox"/> Significant experience of working within a complex financial environment and of financial regulations commensurate to this position		<b>D</b>

<input type="checkbox"/> Evidence of utilising insights and objective data to assist their line manager in identifying risks and opportunities to ensure the appropriate action was taken.	<b>E</b>	
<input type="checkbox"/> Evidence of assisting with the development of innovative solutions in partnership with Managers and Colleagues.		<b>D</b>
<input type="checkbox"/> Proven ability to work effectively as part of a team, to be pro-active, working to strict deadlines in order to meet peak demands.	<b>E</b>	
<b>Other Requirements</b>		
<input type="checkbox"/> Evidence of high level of interpersonal skills, discretion, sensitivity, and personal initiative with excellent attention to detail.	<b>E</b>	
<input type="checkbox"/> A demonstrable commitment to their own Continual Professional Development (CPD)		<b>D</b>