

# JOB DESCRIPTION



<b>JOB TITLE</b>	Head of Finance
<b>GRADE</b>	8A
<b>REPORTS TO</b>	Director of Finance & Resources
<b>KEY RELATIONSHIPS</b>	Director of Finance & Resources, CEO, other Directors, Board of Trustees, other members of the Senior Leadership Team/Department Heads, direct reports, external organisations, Staff & Volunteers, external professional colleagues and advisers, Hospice sector peers, Commissioners and funders
<b>RESPONSIBLE FOR</b>	Finance, Risk Management, Procurement, Insurance and co-ordination of all contracts

## JOB SUMMARY

The Head of Finance has responsibility for the provision of effective (safe) and efficient (responsive and well led) Finance and Procurement services and the operational development of these services to meet changing organisational needs.

To develop the Finance Department strategy and business plan, ensuring appropriate prioritisation and delivery of work, and contribute towards shaping, delivering and embedding financial and overall strategy and business plan that builds on and improves the Hospice's effectiveness.

To be responsible for ensuring the Hospice has robust and effective financial policies, controls, procedures, systems, structures, reporting and monitoring. To provide prompt and accurate information both for management purposes and external reporting requirements.

The Head of Finance will be expected to advise the Director of Finance, Senior Leadership Team and Line Managers on financial matters, controls, risk management and put in place appropriate operational systems to underpin an effective, progressive, flexible approach.

In addition to being a hands-on financial expert, the Head of Finance will hold key high priority external financial relationships, including with Commissioners, and with peers across the Hospice and charity sector. It is expected that the Head of Finance will contribute to the senior leadership of the Hospice:

- Contribute effectively to the work of the senior leadership team in shaping the effective operational working of the organisation

- Help create a culture in the organisation that is compatible with its values, ethos and vision

The post holder will also be expected to represent the hospice at management and meetings outside of the Hospice and to deputise for the Director of Finance as and when requested.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To be responsible for the financial function of the Hospice, providing best practice accounting services and operations, ensuring all statutory returns are completed, the day-to-day processes and controls are appropriate and comply with relevant policies and procedures, there are appropriate standing and financial instructions, cash flow is monitored and that all external relevant bodies, including regulators, commissioners and other funders, are provided with appropriate information and reports to ensure that the Hospice meets its financial and regulatory obligations.
- To represent Finance and Procurement to senior leadership, executive leadership, Trustees and relevant Governance Committees.

### **Leadership and relationships**

- To provide senior leadership, management and direction to the Finance & Procurement Teams to ensure operational goals are achieved and proactive support and advice is provided across the Hospice.
- To motivate and manage staff, including managing performance and assisting with personal/professional development and ensuring appropriate recruitment and succession planning.
- To promote, lead and effectively manage change within the Hospice to sustain it as a learning, caring and responsive organisation. Develop and lead department plans and projects to support the delivery of the Hospice strategy.
- To lead continuous improvement of financial information, reporting, processes and technologies, prioritising change to deliver improvements in controls, efficiency and effectiveness.
- To be jointly responsible with the Senior Leadership Team for the effective delivery of the Hospice's operations and business plan and the promotion of a supportive, team-working culture.
- To manage the relationship with the Hospice's external auditors, bankers, tax advisors, insurance brokers, investment managers to ensure appropriate coverage, other professional financial and legal advisors, financial regulators, Hospice sector peers.
- To play an active role across relevant sectors with a view to ensuring best practice, providing help and assistance to other Hospices regionally and nationally and keeping abreast of issues generally affecting the sector.
- To be the Hospice's external liaison as necessary with Commissioners

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### **Management Information, expertise and advice**

- To provide financial expertise, and financial, procurement and non-

financial analysis, advice and guidance to the Hospice, in particular on financial sustainability/affordability and strategic alignment for projects, business cases and contractual negotiations, and to represent the Finance department in Hospice wide projects and initiatives.

- To provide Business Partnering support to the Chief Executive and other members of the Executive Leadership Team, including identifying and raising awareness of financial risks and opportunities, and recommending appropriate actions.
- To ensure the provision of timely, accurate and insightful information to Board, Committees, Executive Leadership Team, Senior Leadership Team, project teams and external bodies, including monthly management accounts and analysis and regular re-forecasts.
- To advise the Director of Finance (& Resources), CEO and Board on treasury management, cashflow projections, liquidity requirements and maximisation of benefits of cash deposits in line with Investment Strategy and other policies.

#### **Financial strategy, planning, budgets**

- To lead and manage the budget and forecast processes for the Hospice, advising on financial sustainability of future plans including projects and business plans.
- To enable longer-term financial scenario and budget planning by putting in place effective systems and processes, to support the development, monitoring and implementation of the overall organisational strategy.
- To develop a coherent financial strategy to support the overall aims of the Hospice, which co-ordinates operational and strategic objectives with the investment strategy, the reserves policy and the budget process.

#### **Internal controls and financial systems**

- To be responsible for the financial systems, processes and controls of the Hospice, ensuring they are fit for purpose and maintain the accuracy and integrity of data and records. To maintain the accuracy and integrity of financial data across financial and non-financial systems.
- To understand the financial impact of new technologies implemented across the Hospice and advise on the implementation of interfaces / procedures to ensure the integrity of financial data across systems with a strategic view to long term efficiency.
- To be responsible for the Hospice's internal financial control environment, monitoring and ensuring compliance, and to provide assurance to the Board, CEO and Executive Leadership team.

### **Reporting and compliance**

- To lead the preparation of all published financial information for the Hospice and any subsidiaries or related entities, including the Annual Report and Financial Statements, and ensure compliance with all other required regulatory filings, including VAT and Gift Aid submissions.
- To ensure compliance with financial and finance-related regulations including direct tax, indirect tax, specific statutory regulation, accounting regulations, Charities Act, Companies Act, funding requirements, etc

### **Risk Management**

- To be responsible for the overall risk management process for the Hospice, ensuring compliance with the Hospice's risk management policies and strategies. Including supporting the identification of risk, ensuring risks are recorded on the risk register, reported appropriately to the relevant individual teams and committees, advising on controls and risk mitigation etc.
- To ensure sufficient appropriate insurance coverage for the Hospice

### **Procurement**

- To be responsible for best practice, efficient and effective procurement and purchasing across the Hospice, ensuring value for money is obtained, compliance with relevant policies is monitored and reported, and savings are recorded and reported.

### **Senior Leadership Team duties**

- Play your part in ensuring that the culture at the Hospice is developed, aligned with the organisation's values and understood by all and given particular consideration when taking any decision.
- Be an active member of Senior Leadership Team, maintaining a team ethos and positive and healthy culture delivering effective and empowered leadership to ensure all the workforce is valued and supported.
- Ensure that any action taken is done in the best interests of the people the Hospice supports.
- Other duties as required (applicable to all staff).
- Be sympathetic to and able to project the philosophy and concept of the Hospice and to represent and promote it all times.
- Attend and participate in full team meetings and organisational events.
- Positively promote and represent the interests of the Hospice to the people we support, partners, stakeholders, commissioners and funders and to always conduct yourself in line with the organisations Code of Conduct and Values.
- Comply with all the Hospice policies and procedures, the Code of Conduct, and the Hospice ethos culture and values.

- The post holder must maintain confidentiality, security and integrity of information relating to people in our care, staff and other hospice matters during the course of duty. Any breach of Confidentiality may become a disciplinary issue. It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.
- The managerial and service provision (clinical) philosophy of the Hospice is based on a multidisciplinary approach. Staff regardless of grade or discipline are required to participate in this concept.
- The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the department and/or post change and/or develop.

## **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 and their loved ones, 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.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

## PERSON SPECIFICATION

### HEAD OF FINANCE

E = ESSENTIAL	D = DESIRABLE
<b>Demonstrating the Hospice Values – Collaborative, Compassionate, Creative</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>Leadership skills</b>	
Ability to lead with honesty, integrity and care. Be able to develop, empower and delegate effectively to achieve change and generate a positive, inclusive, workplace. Be accountable for actions and bring creativity and innovative to inspire and motivate others. Be active in the creation and delivery of the Hospice strategy for the benefit of individuals and their loved ones, staff and our local community.	<b>E</b>
Leadership experience with evidence of implementing transformational change	<b>E</b>
Experience of inspiring, managing and leading staff and volunteers	<b>E</b>
Experience of leading and managing cross functional teams	<b>D</b>
<b>Qualifications &amp; Training</b>	
Professional Accounting Qualification (e.g. ACCA, ACA, CIMA, CIPFA) at degree level with a relevant postgraduate qualification or equivalent experience.	<b>E</b>
Evidence of continuing professional education and management/leadership qualification or experience at masters level	<b>D</b>
<b>Experience</b>	
<input type="checkbox"/> Solid track record of effectively managing resources and budgets, effective delegation and prioritisation and delivery of objectives	<b>E</b>
<input type="checkbox"/> Experience of financial management and governance in charity sector organisations with experience of providing financial advice and expertise to senior management and/or Trustees	<b>E</b>
<input type="checkbox"/> Experience of financial management and governance in health care charity, Hospice, or commercial organisation	<b>D</b>
<input type="checkbox"/> Experience of preparing Charity and Company management accounts and forecasts, statutory accounts and returns, regulatory compliance, risk management reporting and donor reporting	<b>E</b>
<input type="checkbox"/> Experience of creating, reviewing, developing and implementing effective internal controls, including continuous improvements and making efficiency improvements	<b>E</b>

<input type="checkbox"/> Experience of accounting system ownership, systems change and systems improvement		<b>D</b>
<input type="checkbox"/> Ability to analyse highly complex data and problems across a range of disciplines and make judgements and decisions in respect of financial risk on behalf of the whole organisation.	<b>E</b>	
<input type="checkbox"/> Experience of creating and nurturing partnership and collaborative relationships with a wide range of stakeholders	<b>E</b>	
<input type="checkbox"/> Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productivity	<b>E</b>	
<input type="checkbox"/> Experience of producing and presenting complex information at different levels, including at Board level	<b>E</b>	
<input type="checkbox"/> Experience of managing projects and leading on long term strategic financial/business planning	<b>E</b>	
<b>Skills/Abilities/Knowledge</b>		
<input type="checkbox"/> Ability to engage with a diverse range of staff and volunteers and stakeholders through a compassionate, empowering and engaging style	<b>E</b>	
<input type="checkbox"/> Strong written and oral communication skills with the ability to engage both internally and externally	<b>E</b>	
<input type="checkbox"/> Ability to present financial information to Trustees, leadership, senior and non-financial staff clearly	<b>E</b>	
<input type="checkbox"/> Resourceful, resilient and able to analyse and solve complex problems applying innovative and practical solutions to financial and other problems and challenges	<b>E</b>	
<input type="checkbox"/> Able to act as an ambassador for the Hospice both locally and nationally	<b>E</b>	
<input type="checkbox"/> Committed to the vision and values of the Hospice and the need to be agile and respond positively to change	<b>E</b>	
<input type="checkbox"/> Ability to engender a shared team spirit between individuals and across services	<b>E</b>	
<input type="checkbox"/> Innovative thinker who is able to translate this into a vision	<b>E</b>	

I confirm that I have read the Job Description/Person Specification, and the duties contained therein and accept the conditions of this role.

**NAME:**

**SIGNATURE:**

**DATE:**