JOB DESCRIPTION

JOB TITLE: Head of Finance

REPORTS TO: Executive Director of Corporate Services

ACCOUNTABLE TO: Executive Leadership Team

JOB SUMMARY

The Head of Finance is a member of the Senior Leadership Team, playing a key role in delivering both the strategic plan and the day-to-day operations of the Hospice.

The post holder will be expected to demonstrate full commitment to the vision and values of Willowbrook Hospice. The role will be crucial in ensuring we are able to 'Deliver the best care, delivered with compassion for our community'.

The Head of Finance's key priorities, in close collaboration with the Executive Leadership Team, are to lead and support the strategic and annual financial planning processes, and to prepare and analyse accurate and timely financial information for the Board of Trustees and the Directors of the Trading Company, ensuring compliance with all external financial reporting requirements.

MAIN DUTIES

1. To provide an effective and accurate financial management and accountancy service to the Executive Leadership Team, Board of Trustees and Directors of the Trading Company.

2. Prepare annual budgets and monitor performance on a monthly basis against plan by the preparation and issue of monthly budget statements. Make recommendations on costing assumptions to be included within all budgets. For example, inflation rates.

3. Support the strategic direction of the business by leading on the preparation of 5 year financial forecasts to support strategic planning and to ensure the long term financial viability of the business.

4. Prepare and maintain financial accounts in a timely fashion and ensure they are consistent with external financial reporting standards and requirements.

5. Provide monthly financial information to the Executive Leadership Team, Board of Trustees and Directors of the Trading Company.

6. Prepare cash flow reports on a regular/quarterly basis and monitor cash requirements and advise the Board of Trustees, Directors of the Trading Company and Executive Leadership Team on the liquidity position of the business.

7. Provide advice on all financial matters, including issues arising in connection with charity legislation, to ensure that the business meets its legal financial obligations and complies will all external regulatory requirements.

8. Liaise with H.M. Revenue and Customs and VAT consultants regarding records and payments and ensure compliance with all regulations.

9. Ensure the provision of a monthly payroll service and ensure delivery of an accurate, reliable and quality payroll service to all staff.

10. To liaise with all regulatory external bodies in connection with any financial or charity matters, i.e. auditors, accountants, bank, solicitors, Charity Commission, Companies House, insurance company, pension advisors and others.

11. Annual completion of the Charity Commission self-assessment, ensuring that we comply with best practice.

12. Attend the meetings of the local networking groups as required.

13. Review and monitor performance of the business's investments and provide up to date reports to the Board of Trustees, enabling them to make appropriate investment decisions.

14. As part of financial reporting, complete regular analysis of all income and expenditure, supporting budget holders as required to identify areas where cost savings and efficiencies can be made.

15. Support in the preparation of business cases as necessary across the business.

16. Support in the preparation of benchmarking information to assist in the determination of opportunities to improve the organisation's financial position.

17. Support the business's efforts to maximise income from all sources providing financial information and attending committees and other forums as required to assist in this.

18. Develop and maintain an asset register of all property across the business. Ensure capital accounting policies are agreed annually by the Finance Committee.

19. Ensure appropriate financial procedures, financial governance and policies are in place across the business and ensure they are regularly reviewed and appropriate.

20. Ensure good systems of financial control and checks are in place for all assets.

21. To manage and support staff in the Finance Department, ensuring they have the right knowledge and skills to carry out their duties effectively.

22. Ensure that all members of the leadership team (ELT and SLT) and the board have the necessary knowledge and support regarding financial matters including the provision of training if necessary.

23. Attend committees and key meetings to present relevant financial information at the request of the Executive Leadership Team, Board of Trustees and Directors of the Trading Company.

PERFORMANCE STANDARDS

1. Annual income and expenditure budgets are approved annually and monitored monthly.

2. Management Accounts are aimed to be completed within 10 working days of month end and available for the Executive Leadership Team, Board of Trustees and Directors of the Trading Company.

3. Regulatory requirements are met as and when they fall due.

4. The provision of an accurate and reliable set of annual financial statements.

5. Meet with statutory and external organisations in a timely and professional manner.

6. Quarterly VAT returns, Annual Corporation Tax returns and other statutory returns are submitted in a timely manner.

7. With regard to financial records and reporting, to comply with and meet the standards of the Care Quality Commission.

8. Completion of all Charity Commission regulatory requirements.

9. Ensure that we have robust financial systems in place for all assets and liabilities incorporating monthly reviews of creditors and debtors.

10. Ensure financial information requirements of the Executive Leadership Team, Board of Trustees and Directors of the Trading Company are met in a timely manner.

11. Ensure that the business has financial systems and processes in place that will comply with regulatory requirements for healthcare services.

12. Be an active member of the Senior Leadership Team participating in all relevant meetings contributing where possible, to the achievement of business objectives.

13. To take rotational responsibility as Out of Hours Duty Manager, if required.

14. Provide advice, support and information to the Executive Leadership Team; Board of Trustees and Directors of the Trading Company on financial matters enabling the business to meet its objectives.

GENERAL DUTIES

1. To liaise with Head of Human Resources to advise, where necessary, on all salary and pension matters, keeping up to date with changing legislation.

2. To communicate with the banks, HMRC, Department of Work and Pensions and all other relevant external bodies regarding all pension, tax and National Insurance issues.

3. To liaise with all Senior Leadership team colleagues to ensure payroll data is accurate and kept up to date.

4. To liaise with the Head of Fundraising in matters relating to fundraising income and expenditure and the fundraising and lottery database, ensuring that any information is an accurate reflection of income and expenditure.

5. To liaise with the Head of Retail in matters relating to the trading company's income and expenditure, ensuring that all information provided is accurate.

6. To verify that insurance cover is appropriate and adequate for the various business functions and to ensure that it is kept up to date.

7. To ensure that there is compliance across the business with financial statutory regulations and internal financial policies.

8. Ensure that there is a robust information governance regime across all financial matters across the business.

9. To undertake and manage the annual appraisal process for the Finance Team, identifying any training and development needs.

10. Ensure that all members of the Finance Team attend mandatory and statutory training as required and that evaluations are undertaken to monitor effectiveness.

11. The post holder will adhere to all relevant legislation and policies of the business.

12. Any other reasonable duties as directed by the Executive Leadership Team, the Board of Trustees and Directors of the Trading Company.

CONFIDENTIALITY

Through the course of your employment you may become aware of information relating to patients, volunteers and staff. All such information must be treated as confidential.

REVIEW OF THE JOB

This list of duties is not intended to be exhaustive, and the post holder will be expected to be flexible in their approach to the role and it responsibilities.

It is likely that the role will evolve and change over time and this job description will be reviewed and updated in consultation with the post holder.

The Hospice operates a no smoking policy on all its premises.