

JOB DESCRIPTION

Job Title: Finance Manager

Reporting To: Associate Director of Finance

Location: Tapping House, Wheatfields, Hillington, PE31 6BH

Hours of work: 18-22.5 hours per week over 3 days

Salary: £17,280 - £21,600 (£36,000 FTE)

ROLE SUMMARY

To assist the Associate Director of Finance to deliver the strategic aims of the Hospice and help improve and streamline the practices and procedures of the finance team in delivering efficient and effective finance and accounting services to the Hospice.

MAIN RESPONSIBILITIES

Financial Management, Reporting and Budgeting:

- Assist in managing the finance and associated systems to enable sound financial recording and reporting
- Assist with the preparation and production of timely and accurate monthly Management Accounts.
- Assist with preparation and timely and accurate submission of VAT, Gift Aid Corporation Tax, Office for National Statistics (ONS) claims and returns.
- Assist with the preparation and input of the annual budget
- Prepare as required financial information, reports and advice for decision making and support for The Board and Senior Leadership Team (SLT).
- Assist with the preparation of the annual financial statements in accordance with legal and Charity requirements, standard accounting practice and policies and Statements of Recommended Practice (SORP)
- Assist with all necessary elements of monthly payroll and pensions processing, coordinating with human resources and external providers.
- Identify, analyse, investigate and report on financial and system anomalies or issues.
- Support and review purchasing and procurement processes including finance service contracts to maintain value for money and efficiency.

- Willingness to support future digital transformation of procedures in the team.

Banking:

- Assist with managing the operation of all bank accounts including individual access and signatory updates.
- Monitor bank balances, maximising interest on balances and minimising charges.
- Check and approve payments via on-line banking as required.

Governance, Risk & Compliance:

- Assist with the review, implementation and management of internal financial controls to ensure a robust and sound control environment is maintained including liaison with external auditors.
- Assist with preparation for and co-ordination of the annual financial audit.
- Assist with the Finance Department's risk register.

Leadership and Management:

- Provide support to the finance team, ensuring that they are focused and committed to delivering excellent performance in line with our aims and objectives.
- Support the on-going development of team members staff through monitoring workloads and proactively managing change.

Highest Standards of Service Delivery:

- Represent the Hospice with the wider hospice community and with other groups as required.

Enhance Hospice Profile:

- Promote and enhance the positive profile of Tapping House.
- Ensure the Hospice philosophy and culture permeates all that we do, both internally and externally to the organisation.

Professional Development, Education & Training responsibilities:

- Take responsibility for ensuring personal and team attendance at mandatory training.
 - Participate in the developing hospice educational programme by attending in-house study days and courses as required.
 - Take responsibility for self, professional team and volunteers' development, identifying training and educational needs.
 - Act as a role model for team members and participate in staff development initiatives as appropriate.

General

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.
- Promote awareness of the Hospice, its services and its strategy.
- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.
- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.
- **Information Security, Confidentiality, and Records Management:**
The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is

responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.

- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION
Finance Manager

	Essential	Desirable
Qualifications and Training	Part Qualified Accountant or Fully Qualified Accounting Technician (AAT) Excellent Microsoft Excel knowledge and good knowledge of other Microsoft Office products	
Experience and Skills	At Least 3 years' experience in a Finance setting Experience of using a computerised Financial System, (ideally Xero) Experience of assisting with or submitting VAT returns Experience of Payroll and Pensions requirements and procedures Excellent written and verbal communication skills Ability to communicate effectively at all levels Experience of dealing with confidential and sensitive information Ability to manage own workload and priorities Ability to work under pressure and to strict deadlines Demonstrate a high level of attention to detail	Experience of preparing Management Accounts Experience of Charity Accounting Knowledge of Charity Gift Aid Knowledge of Charity VAT Knowledge of Salary Exchange (Sacrifice) Pension arrangements Experience of administering on-line payment platforms
Personal Attributes	Team player Proactive and flexible Adaptable to change	

