Tapping House
Living well, dying well, never alone

JOB DESCRIPTION

Job Title: Head of Finance

Reporting To: Chief Operating Officer (COO)

Location: Tapping House, Hillington PE31 6BH

Hours of work: 37.5 hours per week – Monday to Friday

Role Summary

To work with the Senior Leadership Team (SLT) and Trustees to deliver the strategic aims of the Hospice, leading the finance team in delivering and progressing their services to the Hospice.

Role Purpose

- To lead and develop the finance team.
- Manage the financial planning for the Hospice including preparation for the rolling three-year business plan, annual budgets, regular financial forecasts and financial modelling ensuring that key assumptions in the plans are timely, accurate and effectively communicated.
- Work with the SLT to provide support with budgeting and financial management of their portfolios.
- To build effective and trusted collaborations, relationships and partnerships to enhance the hospice service.
- To encourage innovation whilst managing risk.

Main Responsibilities

Financial Management and Reporting

- Arrange and manage suitable financial and associated systems to enable sound financial recording and reporting.
- Ensure that timely and accurate management accounts are prepared and effectively communicated to the COO, SLT and Trustees.
- Ensure accurate VAT, Gift Aid and Corporation Tax claims and returns are submitted in a timely manner.
- Prepare the financial information and advice for decision making and support the SLT and Trustees with appropriate financial information.

- Prepare the annual financial statements in accordance with legal requirements including Charity requirements, statements of recommended practice (SORP) and policies.
- Manage all necessary elements of payroll and pensions, coordinating with the people and culture team and external providers.
- Manage the asset register for depreciation accounting.
- Check and approve regular payments via on-line banking.
- Analyse, investigate and report on financial and system anomalies or issues.
- Create and implement a process for selecting and collating Key Performance Indicator's to measure performance as required by the Trustees.
- Manage and regularly review procurement processes including service contracts to maintain value for money and efficient working.

Investment and Cash Management

- Manage the short, medium and long term cash flows of Tapping House ensuring the most effective investment approach balanced with the operational cash requirements.
- Manage banking arrangements and signatories.
- Work with the Finance and Investment Committee.

Governance, Risk and Compliance

- Review, implement and manage internal financial controls to ensure a robust and sound control environment is maintained including liaison with external auditors.
- Prepare for and co-ordinate the annual financial audits and arrange the appointment of auditors.
- Support the Chief Operating Officer in ensuring all financial regulatory and statutory documentation is completed and submitted in accordance with legal requirements.
- Co-ordinate the Finance Department's risk register, mitigating locally where possible. Alert the SLT and Trustees of high risk.
- Work with the SLT to develop action plans to reduce identified risks.

Leadership and Management

- Provide strategic leadership to the finance team, ensuring that through effective and supportive management and robust organisational structures, they are focused and committed to delivering excellent performance in line with Hospice Vision and Values.
- Lead the on-going development of your staff through the appraisal and supervision process to ensure their potential is realised, including

identifying and addressing development and training needs, monitoring workloads and proactively managing change.

Strategic Vision and Planning

- In conjunction with the SLT and Trustees, contribute to the process for determining the strategic direction of the Hospice and through development, cascade of strategy and business plans, ensure delivery of key objectives, considering both internal and external influences.

Highest Standards of Service Delivery

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

Professional Development, Education & Training

- 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 required.
- Take responsibility for self and team development.
- Identify training and education 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

Head of Finance

Attributes	Essential	Desirable
Qualifications and Training	Significant experience in a Finance Management role.	Qualified Accountant with at least 3 years Post Qualification
Experience	Proven experience in finance management, with a focus on process	Experience of working within the Charity, Not for

	improvement and financial analysis Experience of preparing budgets and final accounts within a framework of recognised and contemporary accounting standards Experience in managing payroll	profit, Hospice or Health and Social Care Sector Experience of presenting and explaining complex financial data at Committee/Board meetings to Directors/Trustees
Skills & Knowledge	Analytical mind-set with the ability to interpret financial data and provide actionable insights Strong knowledge of financial planning and analysis, budgeting and financial reporting Strong understanding of financial systems and proficient in relevant software applications Advanced IT Skills with the ability to use Microsoft packages to manipulate and present data in easy-to-read formats	Knowledge of Charity accountancy regulations and requirements for audit
Knowledge	Ability to interpret and present complex statistical information to a range of audiences	

	Ability to proactively seek solutions to issues and challenges faced Engage stakeholders and communicate complex concepts clearly and in easy-to- understand ways	
Attributes	Results driven with a commitment to making a positive impact on our community Excellent communication and interpersonal skills, with the ability to collaborate effectively across departments Thorough and focused with a high level of attention to detail Initiative - Proactive nature and willingness to find solutions and take initiative in seeking opportunities to contribute Good organisational and time management skills, with the ability to prioritise tasks and manage multiple responsibilities effectively.	
Other		