

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

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| Title | Head of Finance |
| Salary | Hospice Band 8b £61,218 - £70,571 Competency Based Framework |
| Location | Heald Green with frequent travel to other sites and some opportunity for home working |
| Responsible for | Finance Manager & Payroll Manager |
| Responsible to | Director of Business Development |
| Core Purpose | To manage all aspects of finance for the hospice and its trading company |

Job summary

Qualified as an accountant, the Head of Finance will manage a complex work programme often with competing demands and priorities.

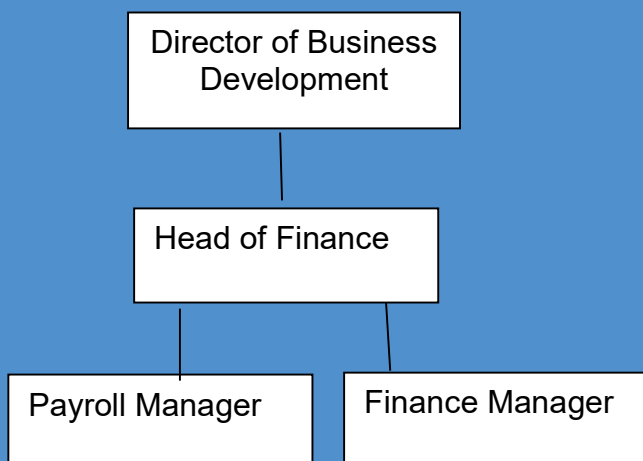
Working within the values of St. Ann's Hospice, they will implement and deliver the Finance Strategy and provide leadership to the Finance Department

They will monitor the organisations financial performance on a regular and timely basis and will ensure Trustees and Executive Directors are supported in their governance of the Charity and the Trading Company providing them with timely financial reports and sound financial information and advice.

They will act as main point of contact for professional advisors and report to Trustees and Executive Directors as required.

They will be integral to instilling and enabling a culture of responsibility, accountability, authority, drive and support at every level.

Promoting improvement, innovation and high standards at all times.



Responsibilities

The Head of Finance will:

- ✓ Take overall responsibility of all financial activities for the Charity and the Trading Company.
- ✓ Effectively lead, manage, develop, and motivate the Finance team to ensure that consistent, high quality financial advice and support is provided across the organisation;
- ✓ Prepare the annual statutory accounts and consolidated accounts and ensure compliance with GAAP / Charities' SORP and applicable regulatory legislation for financial and tax reporting;
- ✓ Take the lead on the annual budgeting including payroll modelling and planning processes, monitor progress and changes, and keep the Executive team and Trustees abreast of the Hospice's financial status and variances from the budgeted position;
- ✓ Oversee the monitoring of working capital for the Organisation and maintain appropriate treasury management to ensure that cash balances held are appropriate for the needs of the business and that they are invested in appropriate interest-bearing accounts;
- ✓ Monitor and report on the hospice's investments, ensuring they fit into the investment policy;
- ✓ Oversee the payroll process ensuring the delivery of an efficient and compliant service;
- ✓ Take the lead on the management of the Charity and Trading Company pension schemes and associated services;
- ✓ Act as the main point of contact for internal and external auditors, investment advisors, insurers, banks, and any other professional services organisation and report on their performance to the Executive Team, Board of Trustees, and any sub-committee as required;
- ✓ Act as main point of contact for Organisational Insurance and Life insurance. Taking responsibility for the renewal process and managing claims
- ✓ Take overall responsibility for ensuring the efficient, effective and timely processing of receipts, invoices, payments, Gift Aid claims, VAT returns, corporation tax returns, pension scheme returns, and any other statutory financial returns;
- ✓ Support the Company Secretary in the preparation and submission of all relevant Charity Commission, Companies House, HMRC and other required returns;
- ✓ Develop procedures and practices for all financial services across the Organisation and ensure finance systems and processes are effective, current, and operate in line with legislation and the requirements of external bodies;
- ✓ Propose innovative solutions to ensure the Hospice maintains a competitive advantage and exploits new technology to help drive and deliver efficiency gains and cost-savings;
- ✓ Be responsible for the implementation, maintenance and operation of accounting, reporting and payroll software
- ✓ Act in accordance with the Charity Governance Code, the General Data Protection Regulation, and all Hospice policies and procedures;
- ✓ Establish and maintain a high-level of credibility and manage strong working relationships with external parties including, partners, suppliers, and other hospices;
- ✓ Work with the Executive Team to identify, develop, implement, and evaluate new commercial partnership opportunities with external organisations;
- ✓ Maintain compliance and professional registration and ensure up to date knowledge of legislation and best practice;
- ✓ Develop and implement finance related organisational policies

Requirements

The Head of Finance will:

- ✓ Hold a degree level qualification or have significant experience in an appropriate and/or associated disciplines;
- ✓ Be a qualified member of a professional accountancy body (ACA/ACCA/CIMA) or holder of an equivalent qualification;
- ✓ Demonstrate extensive experience in preparation of both management accounts and statutory accounts;
- ✓ Have experience of liaising with External Partners such as auditors, financial institutions, insurers and other business advisers;
- ✓ Demonstrate the ability to negotiate and influence others;
- ✓ Have experience of reporting to Executive Directors and Trustees;
- ✓ Have proven ability of liaising with statutory agencies e.g. Charity Commission, HMRC, or similar bodies;
- ✓ Have knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock;
- ✓ Have strong IT skills, and an awareness of new technologies and innovations
- ✓ Have exceptional communication skills, demonstrating the ability to communicate both orally and in writing clearly and concisely to at all levels;
- ✓ Demonstrate experience in strategy development, innovation and change management;
- ✓ Demonstrate experience of meeting tight and changing deadlines and show the ability to be decisive and act promptly under pressure;
- ✓ Demonstrate significant risk management experience;
- ✓ Demonstrate knowledge and experience of cross-departmental internal audits;
- ✓ Possess high integrity and openness combined with commitment to good governance;
- ✓ Show evidence of relevant continuing professional development;
- ✓ Be energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success;
- ✓ Lead and participate in partnerships across organisations;
- ✓ Demonstrate a commitment to equal opportunities and diversity;
- ✓ Show a flexible approach to work and be able to work out of hours as required;
- ✓ Support individual and team development;
- ✓ Travel independently;
- ✓ Work within St Ann's values and commit to its strategic direction;
- ✓ Show commitment and motivation to the purpose of the hospice.

Terms and conditions for the Head of Finance

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| Contract | Permanent |
| Work Pattern | 37.5 hours over 5 days per week. |
| Location | Heald Green with frequent travel to other sites and some opportunity for home working |
| Free Parking | Free parking on site |
| Holiday | 35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata. |
| Pension | Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contribution's into the scheme in the previous 12 months). |
| Life Cover | All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice. |
| Health Cash Plan | We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more. |
| Employee Assistance Programme | Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing. |
| Probation | Six months. |
| Notice | 12 weeks |



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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