HOSPICE AT HOME
WEST CUMBRIA
Enhancing life, excelling in care

Join our team!

FINANCE ASSISTANT

Hours: 15
Salary: £10,126 per annum / £25,315 (FTE)
Location: Workington Head Office

As Finance Assistant, you will play a vital role in supporting the day-to-day financial operations of Hospice at Home West Cumbria. Working within our small and dedicated Finance Team, you will be responsible for processing purchase orders, invoices, and payment runs, maintaining accurate financial records and assisting with financial administration across the charity and retail shops.

Reporting to the Finance Manager, you will help ensure transactions are processed accurately and efficiently, supporting the charity's ability to deliver high-quality palliative and end of life care throughout West Cumbria.

We are looking for someone who:

- Has an accounting qualification such as AAT Level 2, relevant experience, or is working towards a finance qualification. If you have extensive administrative experience, but not within a finance role, we will welcome your application.
- Has excellent numerical skills and strong attention to detail.
- Has experience using accounting software and Microsoft Office applications, particularly Excel.
- Is highly organised and able to manage competing priorities whilst meeting deadlines.
- Has excellent communication skills and can work effectively with colleagues, suppliers and other stakeholders.

You will be a motivated, reliable and flexible individual with a methodical approach to your work. Your accuracy, professionalism and commitment to high standards will help ensure the smooth running of the charity's financial processes and support the wider organisation in delivering essential services to local patients and families.

Hospice at Home West Cumbria is an established and highly respected local charity, with an outstanding reputation for delivering excellent palliative and end of life services in the heart of the community. We offer flexible working, pension, wellbeing package for staff, generous holiday entitlement, and personal development and support.

If you want to work for one of West Cumbria's leading charities and help to make a difference to people's lives, you could be exactly what we are looking for and we would love to hear from you. Benefits of working for the Hospice include up to 7 weeks annual leave entitlement (FTE), access to wellbeing initiatives, an occupational sick pay scheme and pension (including NHS pension for eligible staff).

Please note this post is subject to standard DBS and Right To Work checks.

Please refer to the job description and person specification for full details of role and responsibilities.

For an informal discussion please email us at hr@hhwc.org.uk and leave a contact telephone number for us to call you back.

For an application form and application pack please go to our website at
www.hospiceathomewestcumbria.org.uk **or** hr@hhwc.org.uk

Closing date: Friday 20th November 2026 at 10:00am
Interviews will be held on: Monday 30th November 2026

Registered charity number 1086837