



HOSPICE AT HOME
WEST CUMBRIA

Enhancing life, excelling in care

Registered Charity No. 1086837

Job Description

Job Title:	Finance Manager
Tenure:	Permanent
Base:	Workington Head Office
Responsible to:	Director of Funding & Communications
Responsible for:	Finance Officer, Finance Assistant
Salary:	£48,800
Hours:	37.5 Hours

JOB SUMMARY:

The role of the Finance Team is to provide a comprehensive and supportive finance and administrative service both internally and externally to ensure that the financial management of the Charity and Trading Company meets all statutory requirements.

The Finance Manager is a member of the Leadership Group, responsible for both the leadership and day-to-day management of the charity's financial activities. The role ensures the effective operation of financial controls, systems, and reporting processes, supporting sound decision-making and the long-term financial stability of the organisation.

The postholder will lead on all aspects of payroll and pensions, including the administration and processing of monthly payroll, year-end procedures, and liaising with relevant external bodies such as HMRC and pension providers. In addition, the Finance Manager is responsible for maintaining regulatory compliance, ensuring robust financial governance, and safeguarding the charity's financial integrity to enable it to maximise its impact and deliver its mission effectively.

DUTIES AND RESPONSIBILITIES OF THE POST

Key responsibilities:

- Works with the Director of Funding & Communications and wider team, including the Board of Trustees, to contribute to the development of service delivery and project initiatives which support the organisational strategy.

- Lead, mentor, and develop the finance team fostering a culture of high performance, collaboration, accuracy and accountability by:
 - monitoring individual work plans and performance.
 - identifying and addressing team member's development needs.
 - encouraging and allowing people to take responsibility and exercise initiative.
 - Ensuring financial procedures and systems are followed.
- Prepare and present financial reports and advice in a clear, concise, and understandable manner:
 - to the Board of Trustees, in particular the Finance and Income Generation Committee
 - to management, highlighting any significant variances or trends
 - to budget holders to support with the management of departmental budgets.
- Provide financial guidance and support to non-finance staff to promote financial literacy across the organisation.
- Supports colleagues with financial elements of funding applications and ensures all grants are properly accounted for.
- Ensures the charity complies with all legal and regulatory requirements, including HMRC, Gift Aid, payroll, VAT (inc. partial exemption VAT), Charity Commission, Companies House, and funder specific financial terms, and leads the preparation and submission of the annual statutory accounts with compliance to FRS 102 and the Charities SORP.
- Manage the external audit process, acting as the primary point of contact for auditors, and ensuring timely and effective resolution of any audit recommendations.
- Oversee and continually improve the charity's financial systems (including finance software, payroll and expenses) and internal controls to enhance efficiency and security.
- Acts as a signatory on the bank accounts and company credit card and liaises with the banks on all financial and administrative matters as appropriate. Ensures regular relevant accounting reconciliations are carried out.
- Proactively manage the organisation's cashflow and monitor the charity's investment portfolio performance against agreed policies. Ensure adequate reserves and working capital are maintained.
- Work alongside Senior Management Team and Leadership Group to develop and implement long-term financial plans and annual budgets to support growth and sustainability of the charity.

Personal Development:

- To be committed to personal and professional development and complete mandatory and statutory training as required.
- To set challenging goals through the appraisal process to ensure the effective delivery of personal objectives.
- To keep updated with current policies and procedures, as well as external trends and developments.

General

- To ensure that personal conduct, ways of working and work activities are always aligned to the Hospice's purpose and values.

- In accordance with the Data Protection Act 2018 and the General Data Protection Regulations, to ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- To promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- To adhere to the Health and Safety policy and report all accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken.
- To be aware of obligations and to abide by the spirit and nature of the Equal Opportunities policy to avoid direct and indirect discrimination.
- To undertake any other duties which may be reasonably required.

This Job Description is subject to review as part of the annual appraisal process, or due to any changed service provision.

Person Specification

Finance Manager

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
Practical Knowledge and Qualifications	ACA/ACCA/CIPFA qualified	E	A
	Up to date knowledge of relevant legal and regulatory requirements including Gift Aid, payroll, VAT (inc. partial exemption VAT), Charity Commission, Companies House, FRS 102 and the Charities SORP.	E	A/I/E
	Solid understanding and appreciation of financial accounting and management.	E	A/I
	Knowledge of financial software packages for example iPlicit	E	A
Skills and Competencies	Excellent communication skills with the ability to communicate effectively with a variety of audiences.	E	A/I
	Ability to prepare and present clear and concise reports that contain accurate grammar and spelling	E	A/I
	Ability to work in a pressured environment and work to deadlines.	E	A/I
	Advanced IT skills and working knowledge of all Office applications, in particular Excel	E	A/I
	Ability to work on own initiative whilst also taking direction.	E	A/I
	Be flexible during times of change to support new ways of working	E	A/I
	Must be prepared to travel and attend meetings and training as required	E	A/I
	Ability to develop and embed effective financial systems and processes	E	A/I
	Self-motivated with a positive and enthusiastic attitude to work and sees what needs to be done and gets on and does it	E	I
	Sets high standards of performance and seeks to improve previous performance levels.	E	A/I

Experience	Experience of statutory accounts production.	E	A/I
	Experience of fund accounting.	E	A
	Experience of charity finances.	E	A/I/E
	Experience of supporting an annual audit.	E	A/I
	Experience of managing payroll	E	A/I

A = Application Form

I = Interview

E = Exercise