



## Job Description

<b>Job Title:</b>	Finance Team Leader
<b>Tenure:</b>	Permanent
<b>Base:</b>	Workington Head Office/Home Working
<b>Responsible to:</b>	Director of Funding & Communications
<b>Responsible for:</b>	Finance Officer, Finance Assistant
<b>Salary:</b>	Year 1 - £37,208
<b>Hours:</b>	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 role of the Finance Team Leader is to lead on the day-to-day financial management activities within the team ensuring the efficient day-to-day management of controls, systems and reporting. The role is responsible for all aspects of Payroll and Pensions, to include administration and payments in respect of monthly payroll, year-end procedures and liaising with relevant Pension Agencies, HMRC etc.

### DUTIES AND RESPONSIBILITIES OF THE POST

#### Key responsibilities:

- Works with the Director of Funding & Communications and wider team to contribute to the development of service delivery and project initiatives which support the strategic direction of the organisation.

- Builds an effective and collaborative team establishing clear agreed priorities and mentoring them to achieve goals:
  - 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.
- Supports the Finance Consultant with all aspects of year end preparations to include:
  - Depreciation
  - Cost of Sales
  - Reconciliation of accruals and prepayments
  - Debtors and Creditors
- Manages and develops finance systems, processes and procedures, and supports the Finance Consultant with governance and audit.
- Maintains accurate records (both electronic and written) which comply with financial legal and administrative requirements. Supports the review and development of the systems on a regular basis. Prepares financial reports and analysis as required.
- Manages the accounts on a day-to-day basis including BACS runs, payment of creditors and prepayments and accruals. 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.
- Supports other teams with financial information and advice. Provides costings to support funding applications for the Trust & Grants Officer and ensures all grants are properly accounted for.
- Maintains online platforms for sales and donations and ensures that Gift Aid claims are made accurately and promptly. Analyses the data and prepares reports as required.
- Responsibility for the management, administration and preparation of payroll and pensions. Produces all relevant payroll reports and reconciliation and provides an analysis of salaries/post to relevant departments. Liaises with external agencies i.e., HMRC, pension providers etc.
- Leads the payroll system to include holidays, sickness and pensions payments.
- Ensures accounting activity including payroll, pensions, gift aid etc comply with HMRC.

**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 Team Leader

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
<b>Practical Knowledge and Qualifications</b>	Degree <b>OR</b> other higher education qualification in a related subject <b>OR</b> professional qualification <b>OR</b> equivalent experience	E	A
	Up to date knowledge of payroll regulations, systems and procedures	E	A
	Knowledge of financial software packages such as Sage	E	A
<b>Skills and Competencies</b>	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/E
	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
<b>Experience</b>	Experience of statutory accounts production.	E	A/I
	Experience of programme / project accounting.	D	A
	Solid understanding and appreciation of financial accounting and management.	E	A/I/E
	Experience of supporting an annual audit.	E	A/I
	Experience of managing payroll	E	A/I
	Experience of online payment platforms	D	A/I
	Achievement of Team Leader level in a comparable organisation managing staff and/or volunteers	D	A

*A = Application Form*

*I = Interview*

*E = Exercise*