



BURY HOSPICE JOB DESCRIPTION

Job Title:	Head of Finance and Support Services
Reports to:	Acting General Manager
Location:	Bury Hospice
Salary:	Circa £45,000 dependant on experience.
Hours:	37.5 hrs per week (including out of hours as required)
Responsible for:	Finance, Support Services

1.0 JOB PURPOSE

To contribute to the corporate management of the Hospice:-

- By taking responsibility for the finance of the Hospice and monitoring financial performance on a regular and timely basis;
- By taking responsibility for other support services functions including estates & facilities. catering & domestics.
- By promoting improvement, innovation and high standards in all services to benefit patients and their families and friends;
- By supporting the overall achievement of the strategic aims and objectives set for the Hospice by the Trustees, working in partnership with other members of the Senior Management Team.
- By promoting the purpose and core values of the hospice and acting to promote public trust in the organisation.

The key tasks of this role are:

- At all times to ensure that the hospice has high quality financial and reporting systems which enables good management decisions to be made, both operationally and strategically.
- To ensure compliance with the law, regulatory and contractual requirements and best practice in all areas of responsibility.
- To provide relevant information in each area of responsibility to inform and influence the strategic development of the organisation.
- To undertake other corporate tasks and responsibilities agreed with the Acting General Manager and/or Treasurer.
- Liaison with externally contracted support service suppliers.

2.0 KEY WORKING RELATIONSHIPS

2.1 INTERNAL

- Acting General Manager
- Board of Trustees
- Treasurer
- Senior Management Team
- Audit and Regulatory Compliance Committee
- Trading Company
- Hospice managers (clinical / non clinical)
- Department staff
- Volunteers

2.2 EXTERNAL

- Relevant peers regionally and nationally across finance, retail and income generation sectors
- Local Clinical Commissioning Group/Local Authority/Local Care Organisation.
- Auditors, Investment managers and other providers and advisors

3.0 KEY RESPONSIBILITIES

3.1 Managerial Responsibilities

- Work in close collaboration with the Acting General Manager and Senior Managers to develop strategy, business plans and policies for the Hospice which supports the provision of the highest standards of care for patients and carers;
- Promote and support partnership working internally and externally to benefit staff, volunteers and the wider community;
- To report on all areas of responsibility to the Acting General Manager and through agreed governance structures;
- To act as a positive role model promoting team working, respect, innovation and excellence;
- Take the lead and/or contribute to the development and implementation of agreed corporate strategies and policies; reporting on progress as appropriate to the Board of Trustees and/or the Acting General manager and the Senior Management Team.
- To support the Acting General Manager to maximize the effectiveness of business initiatives through appropriate and effective collaboration across the health & social care economy
- Stay appropriately abreast of sector and wider trends, so that all opportunities are exploited
- Innovate and offer fresh ideas which will contribute to Bury Hospice being increasingly relevant within communities and the health & social care economy.

3.2 Finance

- Lead Bury Hospice's financial function, incorporating Bury Hospice and Bury Hospice Trading Company;
- Be the Company Secretary of Bury Hospice and Bury Hospice Trading Company Limited, assuming all relevant duties thereof including (but not limited to) preparing draft documents for audit, filing annual and other relevant information with the Charities Commission and Companies House where appropriate and supporting the Audit & Regulatory Compliance Committee.
- To take the lead on pensions management on behalf of the organisation;
- Prepare timely, accurate and meaningful management accounts on a monthly basis and other financial reports as required for circulation to the Acting General Manager, Senior Management Team, budget holders and Board as required;
- Coordinate the budget setting process on an annual basis and update throughout the year as required;
- Take lead responsibility for the production of the annual financial accounts for audit and coordinate visits by the auditors;
- To act as line manager for the Finance Assistant/Book keeper
- Ensure compliance with the Hospice SFI's and where necessary make recommendations for improvement to the Audit & Regulatory Compliance Committee.
- Coordinate investments held and report on the performance of investments to the Audit & Regulatory Compliance Committee and the Board;
- Liaise with the Treasurer on the production of the statutory accounts for Bury Hospice and the Trading Company, including discussions with the Auditors.
- Maintain appropriate treasury management to ensure that cash balances held are appropriate for the needs of the business, that they fit into the investment policy and that they are invested in appropriate interest-bearing accounts in accordance with our SFI's;
- To act as the main point of contact for the payroll service delivered by Pennine Acute Hospitals NHS Trust.
- To ensure a robust system is in place for the accurate and timely transfer of information from Bury Hospice to Pennine Acute Hospitals NHS Trust ELFS shared services for payroll.
- To work closely with the Acting General Manager in the area of assessing business risk and continuity planning.

3.3 Taxation and other regulatory compliance

- Take lead responsibility for compliance with all taxation issues relating to the Hospice including (but not limited to) VAT, Gift Aid, Corporation Tax, Income Tax (via payroll issues) and National Insurance contributions;
- Be the lead point of contact with HM Revenue and Customs.

3.4 Insurance

- Take lead responsibility for the review of insurances held by the organisation and the annual insurance renewal via the brokers to ensure adequate cover, value for money and to ensure any material changes to needs are addressed;

- Be responsible for coordinating any claims made on the insurance policies of the Hospice.

3.5 NHS relations and contracting issues

- Working closely with the Acting General Manager in the negotiation of NHS contracts, ensuring the provision of regular information as appropriate;
- Supporting Senior Managers in the maintenance of service level agreements with the NHS where the Hospice is a purchaser of services to ensure that the agreement accurately reflects the services required and to ensure that the price charged reflects value for money.

3.6 Support Services

- To manage the maintenance budget for major and minor works, including producing business case for off budget expenditure if needed.
- To manage and support the estates and facilities function in order to produce and manage a rolling programme of general and preventative maintenance for all hospice sites.
- To manage and support the catering and domestic services.

3.7 Management Responsibilities

- To provide inspirational leadership, direction and performance management of staff responsible for delivering the finance and support service functions;
- To ensure that steps are taken and agreed as appropriate in order to protect the charity's interest;
- To develop departmental staff within their roles and facilitate interaction and cooperation between reporting functions and other hospice staff;
- To ensure supportive management and monitoring of staff conduct and performance to deliver agreed results;
- To appraise all staff across the functions on an annual basis, agreeing objectives and personal development plans.
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4.0 PERSONAL DEVELOPMENT

Maintain high professional standards and keep abreast of relevant professional issues and continue personal and professional development. The hospice will provide relevant education and development opportunities whenever possible.

5.0 PURPOSE AND CORE VALUES

All hospice staff are expected to work in line with Bury Hospice Purpose and Core Values as these act as a value base which directly influences how all work activities are undertaken. The ethos of the hospice should be apparent in the behaviours and attitudes of all employees as the work they undertake, whether it is direct or indirect care, is ultimately for the benefit of patients. The Purpose and Core Values are an integral part of all job descriptions, the probationary period and performance and development reviews.

6.0 COMMITMENT TO HEALTH & SAFETY, EQUAL OPPORTUNITIES AND CONFIDENTIALITY

6.1 Health & Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their line manager. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their manager.

6.2 Equality, Diversity and Inclusion

- Bury Hospice has given its full commitment to the adoption and promotion of the key principle of equal opportunities contained within current legislation and the Bury Equality and Diversity Policy.
- All staff have personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager or trade union/professional association.

6.3 Confidentiality

- In the course of your duties you will have access to confidential material about members of staff, volunteers, other hospice business and patients. No information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given.
- Similarly, on no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and / or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager.

This job description reflects current aspects of the post and applicants must be aware that the Hospice is constantly changing and developing its services. This may mean changes in the responsibilities of senior managers and the successful applicant will be one who demonstrates a flexible attitude and willingness to embrace change in the interests of the service.

7.0 PERSON SPECIFICATION

Post: **Head of Finance and Support Services**

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	Essential	Desirable	Evidence
	<ul style="list-style-type: none"> • Experience of leading significant, step-changing income growth through fundraising initiatives • Risk management 		
Knowledge & Skills	<ul style="list-style-type: none"> • Creative and innovative • Dynamic and inspirational, with highly developed leadership skills • Excellent analytical skills • Project management skills • Decisive and acts promptly under pressure • Leading and participating in partnerships across organisations • Strong negotiating and influencing skills • Strong IT and report writing skills • Demonstrate a commitment to equal opportunities and diversity 	<ul style="list-style-type: none"> • Working with clinicians • Investment and portfolio management • Working knowledge of pensions administration • Experience of the charity and wider retail sector, including strategic business development, retail insights, concepts and perspectives. • Experience of Sage 50 systems. 	<ul style="list-style-type: none"> • Application & CV • Application & CV • Application & CV • Application & CV • Application & CV • Application & CV • Application & CV • Application & CV
Other requirements	<ul style="list-style-type: none"> • Committed and motivated by the purpose of the Hospice • Ability to travel independently • Car owner/driver – clean driving licence and business insurance • Flexible approach to work, able to work out of hours as required • A “can do” approach to work 		<ul style="list-style-type: none"> • Interview • Interview • Sight/copy of licence • Interview • Interview