

DEMELZA HOSPICE CARE FOR CHILDREN

JOB DESCRIPTION

JOB TITLE	Head of Finance
REPORTS TO	Director of Finance and Business Planning
RESPONSIBLE FOR	Finance Assistants (Purchase Ledger) Finance Administration Assistant Finance Volunteers

PURPOSE OF ROLE

To prepare, develop and analyse management accounting information, ensure compliance with legal requirements and accounting standards, and provide financial evidence to support the organisation in the efficient use of its financial resources.

To act as Finance Business Partner for budget holders across the organisation.

To assist with the preparation of annual budgets and statutory accounts.

KEY RESPONSIBILITIES

Principal Responsibilities

- Ensure Demelza's financial policies and procedures comply with Charity Commission guidelines and are being applied consistently across the organisation.
- Produce timely and accurate management information, to include Profit & Loss accounts, Balance Sheets, headcount reports and capital expenditure reports for the charity, trading company and group.
- Present department expense cost analyses to budget holders and to review variances to budget, accurately capturing relevant narrative information to support the accounts.
- As the Finance Business Partner, work closely with budget holders to prepare budgets and review income and expenditure.
- Provide line management support and leadership to the Purchase Ledger function to ensure efficient, compliant and timely processes are in place and adhered to.
- Prepare all Balance Sheet reconciliations on a monthly basis.
- Undertake regular intuitive reforecasting, as required.
- To assist with preparation of the annual budget, providing detailed support to budget holders.
- Draft the annual statutory accounts.
- Prepare and make available all information required by the auditors, including making the necessary diary arrangements to conform with the auditing cycle and Resource Committee meetings.
- Maintain the restricted funds information so that receipts are used / allocated on a timely basis and to prepare a quarterly report for the Senior Leadership Team of all unused receipts.
- Prepare the quarterly VAT returns and to ensure compliance with VAT regulations.
- Prepare the CHAL accounts and present to an Independent Examiner.
- Ensure volunteers are utilised throughout the Finance function, providing development and support as required.

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General Responsibilities

- Provide cover for the Director of Finance and Business Planning.
- To carry out ad hoc tasks as required.
- To provide cover within the department as required and promote excellent team working.

PERSON SPECIFICATION

Essential

- Accountancy qualification (ACA, ACCA, CIMA or similar)
- Previous experience in a similar role.
- High level of confidentiality, honesty and integrity.
- Ability to adapt and maintain flexibility in a varied workload environment.
- Good working knowledge of Nav (or similar accounting software) and Microsoft Office, with the ability to use technology to improve processes and reporting.
- An organised, methodical approach with excellent attention to detail.
- Ability to prioritise and plan own work load.
- Ability to work well in a team and across department functions
- Excellent written and interpersonal communication skills.
- Advanced Microsoft Excel skills

Desirable

- Line management experience

The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.

Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employees are required to attend mandatory training as required by their role. Employees are expected to make reasonable efforts attend and engage in development training as part of their role within Demelza. Training may be delivered through a variety of on site and off site methods.

All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.

Employees must take the initiative to actively seek out training updates required for their role and for mandatory training, within training expiry time frames. Employees can find their current training records on the HR Database.

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