



JOB DESCRIPTION	
Job Title:	Head of Finance
Hours of Work:	
Base:	Barnsley Hospice, Gawber
Department:	Finance
Accountable To:	Director of Finance
Responsible For:	<ul style="list-style-type: none"> • Line management of the finance team, ensuring accurate control and compliance over the charity's operational finances, including but not limited to treasury systems/policies, finance systems/policies, payroll systems/policies, ensuring best practice delivery in financial control/processes, whilst providing timely and accurate reports to relevant stakeholders as required. • Providing regular performance reports to ELT and Trustee Board/Sub committees, including regular representation on the Finance and Resources Committee. • Driving improvement projects (especially finance system/process changes) to a conclusion and managing/leading multi-disciplinary project teams through to necessary post implementation review. • Driving continuous improvement in accounting practices and embedding financial best practice. • Ensuring that there are financial policies and procedures in place to cover all areas of the team's governance and compliance responsibilities. • Delivery toward all known and agreed key finance targets/KPI's
Job Purpose:	<ul style="list-style-type: none"> • Ensure all financial, treasury and associated risk management processes and challenges are professionally controlled and managed and drive improvements in cash and financial management in support of the sustainable financial performance of the Hospice. • In the absence of the Director of Finance (DoF) lead on all matters relating to financial performance and provide management information for the Executive Leadership Team, Board of Trustees and Budget Holders. • Delivering at the full "Head of department" capacity, helping guide strategic delivery; making leadership decisions and solving strategic problems. • Acting as DoF when necessary (i.e. in the absence of DoF); provide necessary strategic guidance and sound technical solutions as required. The Head of Finance is a key Leadership position and in the absence of a DoF role could be considered as the lead finance role of the future. • Ensure that the charity's finances operate in line with SORP regulations and all relevant governance and compliance needs are met.

<p>Organisational Summary</p>	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>Despite some direct funding from the NHS, to deliver our charitable purpose we still have to raise significant funds which is achieved through our commercially dedicated Barnsley based fundraising and retail operations. The net income required from these commercial operations needs to cover more than 50% of the total cost of providing our charitable purpose.</p> <p>Across both charitable and commercial activities, the hospice employs over 100 people and has a team of volunteers, working at the hospice and our Retail Hub. We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
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Main Duties & Responsibilities:

Key Duties and responsibilities

- Provide effective leadership to your team, holding regular meetings, setting clear objectives, managing and developing the team to deliver high performance levels.
- Provide effective leadership and professional opinion/guidance to support Hospice senior management, ensuring the necessary financial needs of the business are being delivered and key leaders are supported to make decisions that shape and drive successful financial performance.
- Be an active leader in the furtherance of the aims of Barnsley Hospice to achieve sustainable financial performance, including reviewing opportunities and changes that will involve, but not limited to, investment appraisal of growth opportunities and benchmarking financial performance, including external meetings/working with senior management teams from other Hospices/relevant organisations.
- Manage the Charity's operational finances ensuring that effective and appropriate processes, control, and financial risk management procedures are in place and being followed with the aim of achieving best practice in finance team/system/process delivery.
- Lead the process of hospice budget management, working closely with ELT and budget holders to accurately control and forecast income and expenditure backed by detailed analysis of key activities and variances.
- Lead and control the finance team with overall operational responsibilities for cashflow forecasting/treasury activities, management and financial accounting activities and payroll activities, ensuring effective processes are in place for resource allocation, cost control and performance monitoring across the Hospice, most specifically in terms of the financial performance and sustainability of the hospice.
- Lead and co-ordinate all audit, accounting, payroll and taxation services to ensure the charity complies with all statutory and regulatory financial reporting needs, including but not limited to responsibility for accurate and timely HMRC/Audit submissions/Statutory Financial Accounts.
- Provide high quality and well considered financial guidance and insight to the ELT and budget holders and offer necessary financial solutions and actions in the strategic aims of financial sustainability
- Provide commercial/investment advice in support of revenue growth from the fundraising and

retail teams and prepare necessary financial models/assumptions/forecasts for investment proposals and project grant applications.

- Create effective relationships with your colleagues, collaborating and working jointly to deliver growth, excellent levels of service and financial education.

General

- Be committed to the work of Barnsley Hospice and work in accordance with our policies and procedures.
- Be an ambassador for the organisation both internally and externally by living and promoting our values.
- To conduct such other duties as may be required from time to time.
- Willing and able to undertake work outside of normal office hours and to travel as required.

Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
<ol style="list-style-type: none"> 1. ACCA, ACA or CIPFA qualified. 2. Degree or higher business qualification (e.g. sponsored management qualification) or qualified by experience 	Assessment method – application form
Experience and work achievements:	
<ol style="list-style-type: none"> 1. Minimum of 5 years' experience in a financial/management accounting role including but not exclusively finance systems, banking/treasury/cashflow systems, budgetary control, business partnering, payroll systems. 2. Experience in wider operational control and delivery, including project management, risk management (insurance), IT/system development. 3. Experience in use of other business systems e.g. fundraising, retail/tills and HR systems. 4. Experience in engaging with internal and external stakeholders/auditors. 5. Setting up/developing financial accounting systems. 6. Leading and developing a team 7. Evidence of making a positive contribution to organisational change/development. 	Assessment method – application form
Skills and abilities:	
<ol style="list-style-type: none"> 1. Highly numerate and ability to understand and interpret data. 2. A strategic thinker, supporting in business planning, budgeting, capital/investment appraisal and Board/management reporting. 3. Strong IT skills with a minimum of advanced Excel and intermediate Microsoft Word. 4. Strong interpersonal skills and ability to form effective relationships with colleagues in their own and other teams. 5. Highly effective people management skills – able to lead, develop and motivate, both individually and in teams, to achieve a high level of performance. Ability to delegate and manage the work of others. 6. Ability to show initiative in problem solving when dealing with novel or 	Assessment method – application form

<p>conflicting demands.</p> <ol style="list-style-type: none"> 7. Effective time management. 8. Excellent communication and presentation skills. 9. Highly organised multi tasker accustomed to prioritising competing priorities. 	
<p>Personal attributes:</p>	
<ol style="list-style-type: none"> 1. Thorough and focused with a high level of attention to detail and a passion for excellence. 2. Committed to good governance and effective processes. 3. Able to be creative, proactive and resourceful to get work done quickly and to a high standard. 4. Demonstrates a positive attitude to change. 5. Approach work in a positive, optimistic and resilient manner. 6. Flexible and adaptable in your work 7. Value honesty and integrity. 	<p>Assessment method – application form</p>

Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	<p>Assessment method – application form and interview</p>