

JOB DESCRIPTION

'Happy to talk about flexible working'

Job title:	Senior Management Accountant
Department:	Finance
Hospice band:	Corporate Band C
Reports to:	Deputy Director of Finance
Responsible for:	Management Accountant & Finance Graduate Trainee
DBS required	Basic

Job purpose

The post holder is responsible for maintaining up-to-date, accurate and appropriate accounting records for the Hospice; providing a sound and effective financial management service to budget holders, senior managers and executive directors.

Main duties and responsibilities

- Ensure that finance and business information is intelligent, accurate and timely and produced in accordance with The Hospice procedures and timetables. This will be achieved both through completion of own work and through the co-ordination of the work of colleagues in the finance department.
- Provide highly complex financial advice and information by the investigation, analysis, manipulation and presentation of data.
- Provide financial and business advice to managers, budget holders and other staff across the Hospice. Communicate complex financial information in a clear and concise manner.
- Analyse problems relating to business cases and make judgements on financial and business decisions relating to the allocation of finances.
- Prepare and complete statutory business information returns and/or income and expenditure accounts in accordance with monthly and annual timetables and ensure that the data produced is complete and correct.
- Work on own initiative within professional guidelines to achieve agreed objectives.
- Take a proactive approach to developing skills and experience.

KEY TASKS AND RESPONSIBILITIES

The following sets out the main duties and responsibilities. The list is not exhaustive, and the post holder may be required from time to time to carry out tasks or responsibilities not listed, but which are appropriate to the grade.

Key Tasks

- Provide comprehensive financial and business advice to one or more directorates.
- Act as the key link person between the directorates and the finance department as required.
- Produce monthly income and expenditure accounts in accordance with the timetable.
- Support the Deputy Director of Finance in preparing monthly and annual budget reports for the directorates and for the Director of Finance.
- Monitor budget performance and suggest service improvements where appropriate.
- Provide input to the preparation of departmental budgets; prepare plans for both financial and manpower aspects of service provision.
- Monitor achievement of cost improvement plans.
- Provide financial advice to budget managers to enable them to manage resources efficiently and effectively. This is on-going and requires the formulation and adjustment of plans.
- Contribute to the financial component of the Hospice's short- and long-term business planning processes and financial strategies.
- Resolve queries from budget and other managers in respect of all financial matters in a timely manner.
- Provide financial information to aid the production of service level agreements.
- Maintain the Hospice's fixed asset register, ensuring annual reviews are carried out against physical assets to maintain the integrity of the register.
- Monitor and report on the Capital expenditure spend against budget ensuring the correct categorisation of costs.
- Provide analysis of financial information and projects, investigate, interpret and compare activity, trends and variances.
- Work to achieve agreed objectives within guidelines by using own working methods – e.g. designing and customising directorate reports, budget working papers and complex financial analyses.
- Provide regular budget management training to budget managers.
- Produce ad-hoc performance indicators providing analysis and interpretation as appropriate.
- Ensure that all managers are aware of and act in accordance with Standing Financial Instructions.
- Regularly develop ad-hoc financial reports using Excel, Access, Crystal Reports and other reports.
- Regularly review working practices. Recommend and implement changes to accommodate improved ways of working.
- Prioritise workload in response to constantly changing demands.
- Perform account regular reconciliations including control accounts



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Togetherness



Positivity



Openness



Respect



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Costing

- Calculate the cost of new and existing services and products using costing methodologies which are in accordance with professional accounting standards.
- Contribute towards the production of the annual plan and budget setting and other statutory returns.

Management responsibilities

- Participate in the training and supervision of colleagues as required. Assist the senior management to achieve departmental objectives.
- Plan, manage and assess the training plan of the Graduate training ensuring all functions of finance are covered.
- Promote a positive and professional image of the Hospice and Finance function

General duties

Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals.

Equality and Diversity

- The hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

Health and safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace.
- All employees must comply with all hospice health and safety procedures infection control.
- The prevention and control of infection is the responsibility of everyone who is employed by the hospice. Employees must be aware of infection control policies,



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procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Information governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

Professional development

- All employees must participate in an annual appraisal and develop a personal development plan with their line manager.
- All employees are responsible for maintaining their statutory and mandatory training.

Safeguarding children, young people and vulnerable adults

- The hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are expected to behave in such a way that supports this commitment pandemic or major incident.
- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospice. Prior to undertaking any duties, the member of staff will have full training and induction. We won't ask any member of staff to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs.

PERSON SPECIFICATION

Job title:	Senior Management Accountant
Department:	Finance
Hospice band:	Corporate Band C

Requirements	Essential	Desirable	How identified
Education and qualifications	<ul style="list-style-type: none"> • CCAB Qualified or equivalent, or qualified by experienced 	<ul style="list-style-type: none"> • Educated to degree level or equivalent 	
Knowledge and experience	<ul style="list-style-type: none"> • Substantial relevant accountancy experienced gained in a commercial, charitable or public sector environment • Experience in an accountancy role supporting a senior leader and/or a large team, with competing demands • Experience of working with auditors • Experience of producing accurate forecasts, ensuring cash flow, managing accounts to generate savings and surplus, understanding of the protection and management of company assets • Experience of providing financial reports for Board purposes (or equivalent) and external auditors 	<ul style="list-style-type: none"> • Skilled in service improvement techniques • Detailed knowledge of NHS financial systems and processes • Evidence of working alongside people who have direct experience to develop services • Knowledge of Charity Statement of Recommended Practice (SORP) • Knowledge and Understanding of the business and management functions of a Charity 	

	<ul style="list-style-type: none"> • Understanding of relevant financial regulation • Commercial awareness with skills in managing the financial and support systems of a business day-to-day • Skilled at balancing the competing demands across a diverse portfolio • Demonstrable ability to analyse complex data and produce detailed reports with recommendations 		
Personal skills and attributes	<ul style="list-style-type: none"> • Excellent numerical skills and ability to operate financial information systems, ledgers, payment systems etc • Good grasp of key database software, electronical/online banking, Microsoft Office especially Excel at an advanced level • Ability to analyses financial information to make decisions, set priorities and achieve goals • Ability to achieve results and improve individual and organisational contributions • Able to delegate and work through individuals and teams • Personal and Professional integrity – able to hold to fiscal standards under pressure • Excellent team working skills 	<ul style="list-style-type: none"> • Able to use coping strategies in working through change and transition 	

	<ul style="list-style-type: none"> • Commitment to providing accurate and timely information to a high standard • Excellent communication skills both written and verbal • Able to communicate across diverse groups and communities and evidence equality of opportunity in approach • Commitment to provision of quality services and commercialism with a conscience • Highly motivated and customer focussed • Awareness of own strengths and areas for development • Excellent time management and personal organisation skills • Able to use coping strategies in working through change and transition • Ability to coach and develop others and delegate accountability • Adaptability to changing structures or situations • Ability to work flexibly to meet the demands of a finance function which is subject to fluctuating workloads 		
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A= Application form

I=Interview

T=Test

C=Certificate



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