

The Hospice Charity Partnership

Job Description

Senior Management Accountant

JOB TITLE	Senior Management Accountant
REPORTS TO	Deputy Director of Finance
Responsible For	Management accountant & Finance Graduate Trainee
KEY RELATIONSHIPS	The Board, Senior Management Team Budget Holders, External Partners, Commissioners, Tax Office, companies House, Pension Providers, Suppliers, Solicitors, Auditors

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.

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

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	CCAB Qualified or QBE	Educated to degree level or equivalent
Knowledge/skills	<p>Must be able to produce accurate forecasts, ensure cash flow, manage accounts to generate savings and surplus, understand the protection and management of company assets</p> <p>Must understand relevant financial regulation.</p> <p>Must be commercially aware with skills in managing the financial and support systems of a business day to day</p> <p>Able to delegate and work through individuals and teams,</p> <p>Skilled at balancing the competing demands across a diverse portfolio</p> <p>Must demonstrate the ability to analyse complex data and produce</p>	<p>Skilled in service improvement techniques</p> <p>Detailed knowledge of NHS financial systems and processes</p> <p>Evidence of working alongside people who have direct experience to develop services</p> <p>Knowledge of Charity SORP</p> <p>Must demonstrate knowledge and a strong understanding of the business and management functions of a Charity.</p>

	<p>detailed reports with recommendations</p> <p>Must be able to achieve results and improve individual and organisational contributions,</p> <p>Able analyse financial information in order to make decisions, set priorities and achieve goals.</p> <p>Good grasp of key database software, electronic/online banking, Microsoft Office, especially Excel at advanced level,</p>	
Experience	<p>A minimum of 3 years relevant accountancy experience gained in a commercial, charitable or public sector environment</p> <p>Experience in an accountancy role supporting a senior leader and/or a large team, with competing demands.</p> <p>Experience of working with auditors</p> <p>Experience of providing financial reports for Board purposes (or equivalent) and external auditors</p> <p>Excellent numerical skills and ability to operate financial information systems, ledgers, payment systems</p>	
Personal Skills	<p>Personal and professional integrity —able to hold to fiscal standards under pressure</p> <p>Excellent team working skills</p> <p>Committed to providing accurate and timely information to a high standard</p> <p>Able to demonstrate oral and written communication excellence</p> <p>Able to communicate across diverse groups and communities and</p>	<p>The ability to use coping strategies in working through change and transition.</p> <p>Ability to coach the develop others and delegate accountability to encourage staff responsibility and engagement.</p>

	<p>evidence equality of opportunity in approach</p> <p>Commitment to provision of quality services and commercialism with a conscience</p> <p>Highly motivated and customer focussed</p> <p>Must know own strengths and areas for development; must demonstrate time management and personal organisation</p> <p>The ability to use coping strategies in working through change and transition.</p> <p>Ability to coach and develop others and delegate accountability to encourage staff responsibility and</p>	
<p>Personal Circumstances</p>	<p>Ability to provide own transport</p> <p>Ability to work flexible hours to meet the</p> <p>demands of a finance function which is subject to fluctuating workloads</p> <p>Adaptability to changing structures or situations.</p>	

