



ellenor.^x
hospice care in your home or ours

Job Description

Director of Finance

ellenor.org



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Registered Charity No: 1121561

[@ellenorcharity](https://www.instagram.com/ellenorcharity)



Job Title: Director of Finance

Department: Executive Leadership Team

Contract Terms: Permanent - Full Time 37.5 hours

Salary: £75,000 per annum

Location: Gravesend, DA11 7HQ

Responsible To: Chief Executive Officer

Accountable To: Chief Executive Officer

Manages: Chief Accountant

About

Us: **ellenor** is a Hospice charity in Gravesend supporting a core population of 270,000 people in North Kent and Bexley including over 45,000 adults aged 65 and above. Our Children's services extend to Bexley covering a population of around 250,000.

The organisation has an In-patient Ward, at the Hospice in Northfleet. The service also has adult, children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Our non-clinical teams play an essential role in supporting our charity. From our fundraising and supporter care team to our retail shops and warehouse operations, they help raise vital funds to further our mission. Our office teams ensure the smooth running of all departments, providing invaluable support to both staff and volunteers.

Our Vision: We are dedicated to enabling every person we support to have a seamless and personal experience, that meets their needs and wishes.

Our Mission: We are respecting patients' dignity and independence, providing quality care and supporting them and their families to live with life limiting illnesses in their homes or our Hospice.

Our Values: We are inclusive, we are caring, we are focused.



Scope and Job Purpose:

The Director of Finance is a member of the Executive Leadership Team (ELT), working closely with the Chief Executive and other ELT members (Directors of Care, Income Generation, and Operations), providing financial advice, information and support. The role works in partnership with the Chief Executive and ELT to provide effective financial leadership and is Chair of the Governance and Risk Committee.

To be responsible for finance functions and the management of the charity's resources, and for providing information and advice to the Chief Executive and Board of Trustees on all finance issues.

In conjunction with the Chief Executive, play a key role in building and maintaining relationships with other ICB hospices, local authorities and statutory bodies, actively seeking opportunities for developing services in line with the strategy.

As a member of the ELT, the job holder contributes to the strategic direction and sustainability of the organisation while ensuring its vision and core values are upheld; ensures that the organisation achieves, to the greatest extent possible, its strategic and operational objectives, contributes to the overall development of the organization, including its staff and volunteers.

Internal key relationships:

- Board of Trustees
- Executive Leadership Team
- Senior Leadership Team
- Clinical Leadership Team
- Practice Development Team
- Operations Team
- HR Team
- Fundraising and Retail Team

External key relationships:

- Auditors, solicitors, tax and legal advisors and other charity finance directors
- Information Commissioners Office
- Landlord
- Charity Commission



Main Duties and Responsibilities:

Strategic

- As a member of the Executive Leadership Team, contribute to the development of strategic and operational plans with responsibility for Finance.
- Under the supervision of the Chief Executive, play a key role in establishing and maintaining relationships with key external stakeholders.
- Raise the profile of the work and ethos of **ellenor** locally and nationally.
- Be involved in the submission of bids for projects as external funding opportunities arise.
- Provide financial advice and support to the Chief Executive and ELT to facilitate the smooth, efficient, and sustainable running of **ellenor**.
- Liaise with heads of department and support staff to monitor income and expenditure.
- Prepares financial reports for the Finance and Income Generation Committee (FIG) and to the main Trustee Board at the regular meetings and at other times by exception.
- Ensure the preparation of timely and accurate management accounts and forecasts, including associated commentaries, and related financial analyses or statistics.
- Ensure the timely and accurate preparation of **ellenor** annual financial statements for audit. Oversee the year end audit and be the main point of contact with the auditors.
- Ensure that all tax liabilities are recorded ensuring that the organisation complies with relevant tax legislation.
- Plan and manage cash flow and the investment of funds in accordance with organisation's investment policy and funding requirements. To manage oversee the investment of funds by sourcing appropriate investment opportunities for consideration by the Board.
- Liaise with the organisation's bankers as necessary ensuring the most beneficial accounts and service for the Organisation.
- Implement and maintain an effective system of internal control policies and procedures covering all financial activities.



Main Duties and Responsibilities

Cont.:

- Advise and Support HR on their e-payroll and pensions systems, ensuring good internal controls, processes, and compliance.

Management

- Take a lead role in supporting the Risk Register and proactively review risks (financial and other) to which the organisation is exposed, and co-ordinating actions to minimise those risks.
- As SIRO oversee the organisational Information Governance and reporting, ensuring the Organisation follows appropriate compliance and best practice.
- Ensure the effective utilisation of all fixed assets and that they are adequately and appropriately insured.
- Be accountable for the management of the charities tangible and investment assets financially advising and reporting to the Chief Executive and the trustees board on use, value, development and/or disposal and ROI.
- Take responsibility for a system of vigilance and reporting of risks to individuals and the organisation, through the governance framework.
- Ensure that financial policies and procedures are up to date and evidence based, meeting appropriate professional requirements and the development plans of the organisation.
- Ensure compliance with relevant company and charity legislation and related requirements.
- Work with the CEO and the Chair to ensure that charity's governance documents are reviewed
- regularly, making recommendations for changes where appropriate.
- Oversee and manage all legal matters for the organisation including drafting and reviewing of contracts.
- Deliver effective presentations and public speaking when required.
- Participate in the Executive Manager on call rota to support staff out of hours.
- Any additional duties as required to support the Board and ELT.

Professional Development:

- To participate in continued professional development,
- To attend relevant professional meetings and other educational activities to satisfy the requirements for accreditation/revalidation by own Professional Body

Main Duties and Responsibilities Cont.:

General:

- Be aware at all times of the philosophy and staff values of ellenor and to behave as a fit representative.
- An employee of ellenor has a responsibility to act professionally within a climate of trust and to bring to the attention of the Chief Executive (or Chair of Trustees) any person or event that does not fit within this framework. The organisation's philosophy enables individuals to do this without fear or prejudice either at the time or in the future.
- Act as a role model to other staff showing courtesy, respect, and consideration for others, valuing their contribution to the objectives of the organisation.
- Demonstrate fairness and a non-judgemental attitude, in accordance with the equality, diversity and inclusion policy.
- Preserve the confidentiality of information acquired by virtue of the position.
- Act as an ambassador for **ellenor** in order to raise the profile of the organisation at a local, regional and national level, as required.
- Adapts and develops in line with the changing needs of the role,
- Works flexibly across sites and departments from time to time as may be requested by their managers,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures
- To work within one's own professional Code of Conduct at all times

Conditions of Service and Health and Safety:

- The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.
- The post is subject to satisfactory assessment of health and fitness by the Occupational Health Department.
- The post is also subject to satisfactory DBS clearance.
- A full driving licence is required.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to consider developments in the organisation, department or role.

Person Specification:

(All criteria are essential unless stated otherwise)

Education / Qualifications:

- Professional Finance or Accountancy Qualification e.g. ICAEW, ACCA, CIMA, CIPFA, with a strong understanding of management accountancy principles and techniques.
- Management Qualification (*desirable*)
- Evidence of recent continuing professional development

Experience:

- Extensive Financial experience at a senior management/Leadership
- Experience of partnership working at a senior level
- Proven record of accomplishment of managing people and teams at a senior level
- Evidence of leadership in service development and ongoing management of development projects
Experience working with a board of trustees, highlighting key issues and risks.
- Substantial experience of budgeting and budgetary control, business development, and Quality Assurance.
- Experience of influencing key stakeholders internally and externally and a proven track record of effective cross-organisational collaboration.
- Experience of working in the charity sector organisations and/or government-funded programmes particularly hospices (*desirable*)

Knowledge, Skills and Attributes:

- Excellent leadership skills, to build and maintain strong relationships and foster a collaborative culture.
- A high level of self-awareness and emotional intelligence to exercise good judgement
- Excellent interpersonal, written and verbal communications skills
- Proficiency in preparing and presenting accurate financial reports.
- Strong analytical skills with excellent attention to detail.
- Desire and perseverance to manage and prioritise a heavy workload to meet tight deadlines
- Extensive knowledge of financial regulations, governance standards, and compliance requirements for UK registered charities.

