



ellenor.^x
hospice care in your home or ours

Job Description

Interim Director of Finance & Resources

ellenor.org



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Registered Charity No: 1121561

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



Job Title: Interim Director of Finance & Resources

Department: Executive Leadership Team

Contract Terms: Fixed Term - 6 Months Contract, Full Time 37.5 hours

Salary: £70,000 - £75,000 p.a. pro rata (depending on experience)

Location: Gravesend, DA11 7HQ

Responsible To: Chief Executive Officer

Accountable To: Chief Executive Officer

Manages: Head of Finance

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:

As a member of the Executive Leadership Team (ELT), working closely with and providing financial advice, information and support to the Chief Executive, and the ELT members (Directors of Care, Director of People and Development, Director of Income Generation, and Director of Operations) and working in partnership with the Chief Executive and ELT, provide effective financial leadership.

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, to play a key role in relationship building with CCGs, Local Authorities, and other statutory bodies, actively seeking opportunities for developing services in line with the strategy. □

As a member of the Executive Leadership Team 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 organisation and its staff and volunteers and Chairs the organisations Governance and Risk Committee.



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.
- Deputise for the Chief Executive from time to time, with a clear understanding of role and delegated responsibility

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.
- As Company Secretary, providing advice and guidance to the Board of directors on their obligations under the company's Memorandum and Articles Association / Constitution, company law, charity law and other relevant laws and regulations.
- Ensure the effective utilisation of the organisation's 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.

Main Duties and Responsibilities Cont.:

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

General:

- 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
- To be aware of the staff values of **ellenor** and to behave as a fit representative.

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.

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*)

Experience:

- Extensive Financial experience at a senior management level
- Experience acting as a Company Secretary.
- 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 particularly hospices (*desirable*)
- Proven track record of accomplishment of managing a team and people.
- Experience in developing and implementing long-term financial strategies aligned with organisational goals.



Knowledge, Skills and Attributes:

- Excellent people 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.