

JOB DESCRIPTION: FINANCE SYSTEMS ACCOUNTANT
REPORTS TO: HEAD OF FINANCE
ACCOUNTABLE TO: DIRECTOR OF STRATEGIC FINANCE
BASED AT: ST ELIZABETH HOSPICE



JOB SUMMARY

To provide financial systems support and development of processes to ensure delivery of a high quality finance service. To contribute towards reporting of financial performance and production of final accounts and compliance with agreed financial policies, procedures and legislation.

RESPONSIBILITIES

- To undertake a range of financial duties as directed by the Head of Finance
- Ensure accurate recording of all generated income within the finance system by working with Support Services / Retail Teams
- Liaise with relevant stakeholders to implement system process change as determined by the requirements of the business
- Ensure that control accounts are reconciled on a monthly basis, working with the finance team to process necessary adjustments and corrections
- Support the finance team to ensure that all invoices are paid accurately and timely
- Support the finance team to ensure that all sales ledger invoices are followed up for payment in a timely way and credit control procedures are reviewed and developed.
- Contribution to internal control processes and implementing agreed changes as agreed with the Head of Finance
- Ensure all transactional processing is completed as per the month end timetable as communicated by the Head of Finance
- To assist with the collation of information for the preparation of annual accounts for the auditors
- Provide cover and support to other finance team members during periods of high workload or absence
- Line management and development of financial administration team

General

- Maintain an awareness of developments in financial services, recommendations for good practice and legislative requirements and advise accordingly.
- Participate in other activities as may be required from time to time.
- Respect confidentiality.

Personnel Responsibilities

- To assist and participate in the induction of all new staff as required.
- To recognise the value of volunteer contribution and play an active part in their support and development where appropriate.

Educational Responsibilities

- To participate in the Hospice education programme.
- To give feedback from attended education programmes/study days.

Personal Development

- To devise with the Head of Finance a personal development plan in line with the Hospice objectives and personal needs.

Finance Systems Accountant JD Aug 2022

- To maintain and increase personal professional skills.

Organisational Development

- To work at all times within the policies of the Hospice and act within Care Standards at all times.
- To uphold the Hospice and individual team values at all times.
- To ensure effective use of resources.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the Hospice.
- To promote the Hospice philosophy of care towards patients, relatives and visitors.

Because of the special nature of the Hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE DIRECTOR OF CORPORATE SERVICES IN CONJUNCTION WITH THE POSTHOLDER.

O U R V A L U E S



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PERSON SPECIFICATION

Finance Systems Accountant

| Requirement | Essential/Desirable |
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| <p>Qualifications & Training</p> <ul style="list-style-type: none"> Part qualified CIMA/AAT with relevant accounting experience at least 2 years. | Essential |
| <p>Knowledge & Experience</p> <ul style="list-style-type: none"> Experience of providing a reliable, responsive accounting services within an organisation with at least 100 employees Experience of balance sheet control account reconciliations. Experience of process improvement and implementing change Experience of producing reports and data using spreadsheets, experienced excel user with knowledge and use of pivot tables, and v lookups Line management or supervisory experience Working with volunteers | Essential Essential Essential Essential Desirable Desirable |
| <p>Specific Skills</p> <ul style="list-style-type: none"> Strong analytical skills Problem solving skills Strong IT and excel skill Broad knowledge of the business environment and knowledge of managing digital accounting systems Ability to work both independently and as part of a team Knowledge of charity accounting Understanding hospice philosophy <p>Communication Skills</p> <ul style="list-style-type: none"> Excellent verbal and written communication skills Ability to explain and teach new processes to team members Ability to explain financial information to non-finance people Tactful Approachable | Essential Essential Essential Essential Essential Desirable Desirable Essential Essential Essential Essential Essential |
| <p>Personal Qualities</p> <ul style="list-style-type: none"> Enthusiastic and positive Flexible Approach Committed to collaborative working Professional integrity Self-motivated and inspires confidence Motivator | Essential Essential Essential Essential Essential Essential |