

JOB DESCRIPTION: FINANCE OFFICER
REPORTS TO: FINANCE MANAGER
BASED AT: ST ELIZABETH HOSPICE



JOB SUMMARY

To support the Finance team in delivering accurate and timely financial information, ensuring robust financial controls, and contributing to the development of financial systems and processes. The Finance Officer will bridge the gap between transactional processing and management reporting, supporting both operational and strategic finance functions.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping adults and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Hospice's policies in relation to safeguarding

KEY RESPONSIBILITIES

- Line management and development of financial administration team and volunteers with oversight of all transactional processes to ensure accurate and timely provision of services
- Assist in the preparation of monthly management accounts, including journal entries, accruals, and prepayments.
- Perform regular balance sheet reconciliations and investigate discrepancies.
- Maintain and update the Fixed Asset Register.
- Oversee the accuracy of income and expenditure postings, liaising with relevant departments.
- Contribute to the development and documentation of financial procedures and internal controls.
- Organise/provide cover for key finance functions such as accounts payable, treasury and accounts receivable during periods of absence.
- Assist with year-end processes and preparation of audit schedules.
- Contribute to ad-hoc projects as required

GENERAL

- Where you are a member of a professional body you are required to conform to the professional standards set by that body. You are required to ensure your registration is current and practice continuous professional development;

- Because of the special nature of the hospice and its work the post holder may on occasion be asked to undertake other duties to help maintain our high standard of care; to uphold the hospice values at all times.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE LINE MANAGER IN CONJUNCTION WITH THE POST HOLDER

FINANCE OFFICER PERSON SPECIFICATION

Requirement	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • AAT qualified or working towards, or equivalent experience • GCSEs (or equivalent) in English and Maths 	
Knowledge & Experience	<ul style="list-style-type: none"> • Experience with computerised accounting systems • Experience of preparing balance sheet reconciliations 	<ul style="list-style-type: none"> • Line management experience • Exposure to management accounts or budget preparation • Understanding of charity finance or VAT in the not-for-profit sector • Working with volunteers
Specific Skills	<ul style="list-style-type: none"> • Strong Excel skills • Broad knowledge of the business environment and knowledge of managing digital accounting systems. • High attention to detail and accuracy • Ability to prioritise workload and meet deadlines • Ability to work both independently and as part of a team 	

Communication skills	<ul style="list-style-type: none"> • Strong communication skills, both written and verbal • Ability to explain and teach new processes to team members • Tactful and approachable 	
Personal Qualities	<ul style="list-style-type: none"> • Integrity and confidentiality • Self-motivated and proactive • Calm and compassionate • Team player with a flexible approach • Willingness to learn and develop professionally 	

OUR VALUES



st elizabeth hospice .org .uk