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JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | FORCE Finance Manager |
| **Reports to** | FORCE Chief Finance Officer |
| **Band** | 6 |
| **Department/Directorate** | FORCE Cancer Charity/ Cancer Services |

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| **JOB PURPOSE** |
| Following an initial period working alongside the current Finance Department Manager, the post holder will take over responsibility for the day-to-day management and performance of the Charity’s Finance Department, ensuring that financial information is processed accurately, in accordance with procedures and on a timely basis. The role will involve the preparation, investigation and interpretation of management accounts and other complex financial information for the Trustees, management team and other stake holders. The post holder will be involved in the development and improvement of financial processes and the data management system to improve impact reporting. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Finance Functions**   * As succession plans are implemented, the post holder will take on the line management of Finance Department and delegation/ review of tasks as appropriate. Oversight of compliance with / development of financial policies, procedures, controls and IT systems (including Sage, bespoke database and individually developed excel spreadsheets) and input to improvements and overall IT strategy. * Contribute to the preparation of annual budget and Statutory Annual Report and Accounts. * Reporting of up-to-date financial results and other relevant information to Trustees, management team and staff including review and finalisation of monthly management accounts, together with analysis of variance from budget and prior year. * Management of the assets of the Charity including property/ other fixed assets, investments and being an authorised signatory with responsibility for day-to-day cash management to ensure that liabilities can be met as they fall due. * Control of legacy administration including correspondence with executors and analysis of data. * Responsibility for financial aspects of grant funding applications and ensuring that income and expenditure relating to restricted / designated funds is correctly allocated, spent and reserves reconciled. * Responsibility for review and submission of returns to HMRC including gift aid claims (including retail gift aid) and VAT returns (including complex partial exemption calculations).   **Administrative and Regulatory Functions**   * Oversight of collation, analysis, interpretation and reporting of non-financial information including service user / supporter data. Contribute to the development of KPIs and improved impact reporting. * Responsibility for aspects of HR management and reporting requirements for FORCE staff including liaison with recruitment, payroll and HR departments at the Royal Devon to resolve issues arising. * Contribution to governance and risk management including monitoring/ reporting compliance with Health and Safety legislation, Data Protection legislation and other regulations and responsibility for ensuring that insurances are appropriate and are reviewed and renewed on a timely basis. * Liaison, with professional advisors and regulators including auditors, solicitors, HMRC, Charity Commission and Companies House to ensure that requirements are met. * Assisting the CFO with Company Secretarial work including attendance at Trustees’ meetings and preparation of minutes when required. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the organisation on a day-to-day basis.  In addition, the post holder will deal with FORCE supporters and suppliers on a regular basis.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | Internal to the Trust | External to the Trust | | * Finance Team * Shop Team * Fundraising Team * Other Office Staff * Volunteers * Trustees | * FORCE Supporters * FORCE Suppliers | |
| **ORGANISATION CHART** |
| FORCE Finance Team |
| **FREEDOM TO ACT** |
| Works to achieve agreed objectives and is given freedom to do this in own way working within broad professional policies; acts without reference to manager.  Ability to contribute to development of revised/ new procedures as appropriate. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive complex, sensitive information, persuasive, motivational, negotiation and training skills are needed.  Discusses financial queries with supporters, suppliers and staff which are often complex and sensitive in nature. For example, dealing sensitively with correspondence from supporters who may also be patients/ carers; negotiations with suppliers; liaison with HR/ Payroll to deal with sensitive queries raised by staff. Provides advice on complex financial and data analysis issues to non-financial staff/ Trustees. Deals with performance, feedback, coaching and training issues relating to staff. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Deals with complex facts/ situations requiring analysis, interpretation and comparison of a range of options. Analyses complex financial and non-financial information/ trends involving many streams of data and forecasts strategic and operational expenditure using a wide range of data and assumptions. Develops and advisees on complex business plans.  Uses judgement to investigate and resolve complex queries/ discrepancies. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plans and organises complex tasks activities for the Team. Develops and contributes to long-term planning within a structured framework. Makes plans for tax / legislative changes, makes regular adjustments to plans to deal with organisational requirements and to ensure targets are met. Co-ordinates activities with other professionals (eg auditors). |
| **PATIENT/CLIENT CARE** |
| Infrequent contact with patients visiting the Centre providing non-clinical advice. |
| **POLICY/SERVICE DEVELOPMENT** |
| Implements existing policies and proposes changes within own area and which impact other areas of the organisation.  Contribution to the development of policies and processes within the department and other areas of the organisation as appropriate to implement new legislation/ regulations/ best practice. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Responsibility for day-to-day financial management including cash handling, ordering stock, managing expenditure against budget etc. Ensuring procedures are correctly applied to minimise risk of financial misappropriation.  Authorised signatory for payments up to specified limited and in accordance with dual authority procedures.  Responsibility for development and monitoring of annual departmental budgets and projections. Develops and monitors budgets for external grant funding programmes.  Management of fixed asset register and ensuring assets are secure and appropriately protected. |
| **HUMAN RESOURCES** |
| Line management for team members including co-ordination of work, supervision, training and review including undertaking appraisals and disciplinary matters.  Supportive of employee health and wellbeing.  Demonstrates activities to non-financial staff/ volunteers. |
| **INFORMATION RESOURCES** |
| Management of data entry (both financial and non-financial) to ensure accuracy of database/ other systems is maintained. Regular creation and development of financial spreadsheets and information systems to meet specifications of others.  Awareness and application of data protection law/ regulation to ensure information assets are appropriately protected.  Responsible for the development of procedures and systems to ensure information is collated, interpreted and reported effectively. |
| **RESEARCH AND DEVELOPMENT** |
| Undertakes surveys/ audits necessary to own work. Contributes to design and interpretation of evaluation of services and reports results.  Contribution to supporter and service user evaluation through collation and interpretation of feedback and research data as appropriate. |
| **PHYSICAL SKILLS** |
| Keyboard skills. |
| **PHYSICAL EFFORT** |
| Frequent requirement for sitting in a restricted position. Inputs at keyboard for most of the day. Come manual handling of stock deliveries in accordance with manual handling training. |
| **MENTAL EFFORT** |
| Frequent and prolonged periods of concentration required when inputting data, checking and reconciling information, making complex calculations, analysing data and answering queries from internal and external stake holders. Work pattern can be unpredictable with requirement to reassess work priorities as a result of third-party interruptions. |
| **EMOTIONAL EFFORT** |
| Exposure to distressing or emotional circumstances are rare but there may be limited contact with distressed patients/ carers who are also supporters of the charity. |
| **WORKING CONDITIONS** |
| Use VDU more or less continuously for substantial portion of the day. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service.   Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability. |

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| **POST** | Finance Department Manager |
| **BAND** | 6 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Professional accountancy qualification - post graduate Diploma Level (such as ACA, ACCA, CIMA, final stages of qualification or equivalent experience)  Degree level qualification (or equivalent experience)  Excellent numerical and analytical skills demonstrated by a minimum GCSE Grade C, or equivalent, in Maths and English  Certificate in Legacy Administration (or equivalent) | E  E  E | D |
| **KNOWLEDGE/SKILLS**  A good knowledge of computer based management accounting systems and Microsoft Office applications  Ability to understand and interpret complex financial information  Up to date and advanced knowledge of excel spreadsheets including data analysis and formatting  Knowledge of charity accounting issues and SORP reporting requirements  Understanding of principles of legacy administration  Understanding of Gift Aid regulations (including claims made under the retail gift aid scheme)  Understanding of internal controls and core accounting systems and processes  Understanding of data protection law/ regulation | E  E  E  E  E  E | D  D |
| **EXPERIENCE**  Management experience within a finance team.  Substantial experience of working in a financial environment  Preparation of budgets and monitoring of results.  Data analysis and interpretation to communicate to non-financial colleagues.  Experience of using SQL database  Experience in charity accounting environment.  Preparation of gift aid claims for submission to HMRC  Preparation of VAT returns including partial exemption calculations  Experience of working with Sage accounting software and standard Microsoft Office software | E  E  E  E  E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  Ability to establish positive relationships at all levels within the Charity  Self-motivator with ability to use initiative and work independently  Proven ability to lead and motivate a team  Excellent written and verbal communication skills  Competent and proficient IT user  Concentration and attention to detail  Good organisational skills and ability to prioritise tasks and work to deadlines  Problem solving skills  Enthusiastic and flexible approach to work  Honesty and integrity  Understanding and application of confidentiality / data protection  Understanding of and empathy with the work of FORCE | E  E  E  E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIRMENTS** |  |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | F |
| Heavy manual handling (>10kg) | Y | R |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | F |
| Emotional Effort | Y | R |  |  |  |
| Working in isolation | Y | R |  |  |  |
| Challenging behaviour | Y | R |  |  |  |