

JOB DESCRIPTION

JOB DETAILS	
Job Title	FORCE Finance Department Manager
Reports to	FORCE Chief Finance Officer (CFO)
Band	Band 7
Department/Directorate	FORCE Cancer Charity/ Cancer Services

JOB PURPOSE
<p>FORCE Cancer Charity is an independent charity which is entirely funded with external income which comes from multiple sources including, donations, legacies, grants, fundraising, investment income and a charity shop.</p> <p>The post holder will be responsible for:</p> <ul style="list-style-type: none"> • 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, budgets, projections, cashflow forecasts, statutory accounts, and other highly complex financial information for the Trustees, management team and other stake holders. • The post holder will contribute to strategic and business planning and 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
<p>Finance Functions</p> <ul style="list-style-type: none"> • Line management of the Finance Team with responsibility for delegation, review and completion of finance tasks in accordance with robust and up to date procedures. The role involves ensuring that financial processes remain optimal and help to improve efficiency and effectiveness and contribute to improvements to systems including the income generation database. • 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, projections for the financial year and budgets for future periods. Contribute to the preparation of annual budget and Statutory Annual Report and Accounts. • Provide data to support business planning and oversight of activity, including financial assistance to the Support Services and Income Generation Teams to ensure they are supported to manage budgets. • 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, including accurate costing for 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). • Identify financial risks and work with the FIGC, OMT and finance team to mitigate these.

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, rostering and HR departments at the RDUH 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 FIGC meetings and preparation of minutes when required.

KEY WORKING RELATIONSHIPS

No. of Staff reporting to this role: 3

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.

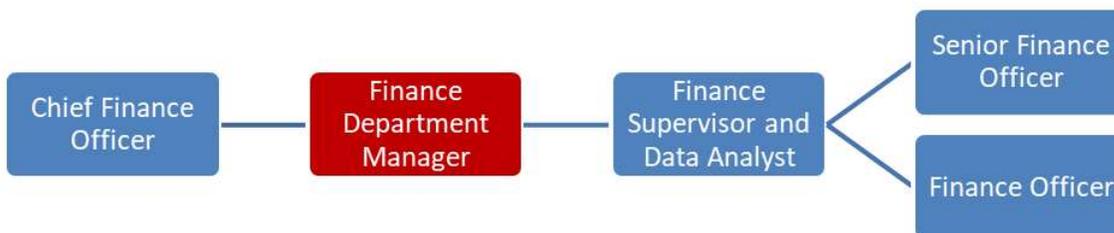
This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• Finance Team• Management Team• Shop Team• Fundraising Team• Other Office Staff• Volunteers• Trustees• RDUH management accounts, payroll, rostering and HR Teams.	<ul style="list-style-type: none">• FORCE Supporters • FORCE Suppliers

ORGANISATIONAL 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 for example ensuring compliance with Charity Commission guidance, the Charity SORP and other applicable laws and regulations.

Acts without reference to manager seeking advice as required.

Acts as lead specialist in day-to-day finance operations of the Charity.

Ability to contribute to development of revised/ new procedures as appropriate.

COMMUNICATION/RELATIONSHIP SKILLS

Discusses complex financial queries with staff, suppliers and supporters which may be 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. eg by providing clear and effective written/ verbal communication including complex financial information to internal and external stakeholders. For example, presenting management accounts including explanation of variances from budgets, projections for the financial year, cashflow forecasts and budgets for future periods.

Contributes to effective communication with external funders ensuring accurate and timely financial information is provided in written and verbal form to secure funding and monitor spend. This will involve providing and receiving complex, sensitive information and using persuasive and negotiation skills.

Deals with performance, feedback, coaching and training issues relating to staff using motivational and training skills.

ANALYTICAL/JUDGEMENTAL SKILLS

Reviews and analyses highly 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 advises on complex business plans.

Deals with complex facts/ situations requiring analysis, interpretation and comparison of a range of options.

Uses judgement to review and consider the implications of financial risks and to investigate and resolve complex queries/ discrepancies.

PLANNING/ORGANISATIONAL SKILLS

Plans and organises a broad range of complex tasks activities for the Team for example, developing processes to account for income received from multiple sources ensuring data is mapped and accurately recorded in the income generation database.

Managing budgets and in year fluctuations to inform finance plans to meet demand within resource constraints.

Prepare financial plans, reports and business cases as required for internal and external purposes eg plans to develop services / income generation opportunities.

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.

Development and maintenance of policies and procedures within the finance team 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 and oversight 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 budgets and projections for the charity. This will involve liaison with senior management and team leads to prepare and monitor budgets.

Budget holder for administration and overhead costs.

Develops and monitors budgets for external grant funding programmes.

Identify and contribute to initiatives to support improvement of financial systems and delivery of services within resource constraints.

Management of fixed asset register and ensuring assets are secure and appropriately protected.

HUMAN RESOURCES

Line management for team members including allocation 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

Design and format spreadsheets and databases to support the financial management of the Charity.

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.

Regular requirements to develop or create reports to support internal and external reporting of financial information.

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

Standard keyboard skills including but not limited to Microsoft Word and Excel as well as finance systems.

Accuracy and attention to detail are crucial to this role.

PHYSICAL EFFORT

Office based post with frequent requirement for sitting in a restricted position. Inputs at keyboard for most of the day. Some manual handling of files/ 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.

There may be occasional exposure to emotional or distressing circumstances when dealing with staff performance and disciplinary issues.

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.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Finance Department Manager
------------------	----------------------------

Requirements	Essential	Desirable
<p>QUALIFICATION/ SPECIAL TRAINING</p> <p>Professional accountancy qualification - post graduate Diploma Level (such as ACA, ACCA, CIMA, final stages of qualification or equivalent experience)</p> <p>Educated to Masters level or equivalent level of experience of working at a senior level in specialist area.</p> <p>Excellent numerical and analytical skills demonstrated by a minimum GCSE Grade C, or equivalent, in Maths and English</p> <p>Certificate in Legacy Administration (or equivalent)</p>	<p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p>D</p>
<p>KNOWLEDGE/SKILLS</p> <p>Membership of relevant professional body and evidence of post qualifying and continuing professional development</p> <p>Excellent knowledge computer-based management accounting systems and Microsoft Office applications</p> <p>Excellent written and verbal communication skills and ability to communicate with all levels of internal and external stakeholders.</p> <p>Ability to understand, analyse and interpret complex financial information and situations and develop a range of options</p> <p>Up to date and advanced knowledge of Excel spreadsheets including data analysis and formatting</p> <p>Able to prioritise workload to respond to the changing demands of the service</p> <p>Knowledge of charity accounting issues and SORP reporting requirements</p> <p>Understanding of principles of legacy administration</p> <p>Understanding of Gift Aid regulations (including claims made under the retail gift aid scheme)</p> <p>Understanding of internal controls and core accounting systems and processes</p> <p>Understanding of data protection law/ regulation</p>	<p>E</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>D</p> <p>D</p> <p></p> <p></p> <p></p>
<p>EXPERIENCE</p> <p>Extensive experience of leading and managing a finance team.</p> <p>Extensive experience of working in a financial environment</p> <p>Previously responsible for a budget, with experience of budget planning, setting, costing and monitoring of results.</p> <p>Data analysis and interpretation to communicate to non-financial colleagues.</p> <p>Experience of using SQL database</p> <p>Experience in charity accounting environment.</p> <p>Preparation of gift aid claims for submission to HMRC</p> <p>Preparation of VAT returns including partial exemption calculations</p> <p>Experience of working with Sage accounting software and standard Microsoft Office software</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p></p> <p></p> <p></p> <p></p> <p>D</p> <p></p> <p>D</p> <p></p>
<p>PERSONAL ATTRIBUTES</p> <p>Ability to maintain confidentiality and Trust</p> <p>Ability to establish positive relationships at all levels within the Charity</p> <p>Self-motivator with ability to use initiative and work independently</p> <p>Used to working in a busy environment and able to make decisions autonomously</p>	<p>All E</p>	<p></p>

<p>Adaptability and flexibility 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 Understanding of and empathy with the work of FORCE</p>		
<p>OTHER REQUIRMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust Commitment to continuing professional development</p>	All E	

WORKING CONDITIONS/HAZARDS	FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
	R	O	M	F
Hazards/ Risks requiring Immunisation Screening				
Laboratory specimens	N			
Contact with patients	N			
Exposure Prone Procedures	N			
Blood/body fluids	N			
Laboratory specimens	N			
Hazard/Risks requiring Respiratory Health Surveillance				
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			
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			
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		