



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Finance Lead and Manager</b>
<b>HOURS OF WORK</b>	<b>7.5 hours per week worked flexibly</b>
<b>PAY BAND:</b>	<b>NHS Agenda for Change Band 8A</b>
<b>BASE:</b>	Spring Farm, Minshull Vernon, Crewe, Cheshire
<b>REPORTS TO:</b>	Head of Service and Practice Development and Public Health
<b>ACCOUNTABLE TO:</b>	Chief Executive Officer
<b>KEY WORKING RELATIONSHIPS</b>	Management Accounting Officer, Company Secretary, LMT, Trustees, Income Generation Lead

### **Job Summary**

To play a key role in driving forward the success of EoLP through the effective strategic leadership and management of the financial aspects of the Charity. This will include management of diverse income streams, effective use/stewardship of resources and fit for purpose financial reporting. The post holder will have a key role in strategic and corporate financial reporting-both to the Board and to the Leadership and Management Team (LMT) and statutory accounts.

The postholder will utilise highly developed specialist knowledge, underpinned by theory and experience. They will have full working knowledge of Financial Strategy and Reporting Standards. They will be competent in the use and interpretation of data from financial systems and Microsoft packages e.g. spreadsheets, ledgers, etc. They will have knowledge of financial policies, standards, legislation and experience of controls assurance and governance frameworks

### **Main Duties**

- Overall leadership of the finance function and finance strategy of EoLP
- To complete internal financial reports, particularly to the Board, in line with the Charity's reporting timetables
- To coordinate the completion of draft annual statutory accounts in accordance with Financial Reporting Standards (FRS)
- To coordinate, through close liaison and planning, the work of colleagues outside the Finance Team in support of the internal financial reporting, external reporting and statutory accounts
- Provide information and replies to queries raised by the external auditors. Prepare information to respond to audit reports relating to areas of responsibility and assist in the implementation of audit recommendations
- To provide technical financial expertise to ensure compliance with relevant legislation, regulations, policy and good practice
- To continuously improve the financial systems and processes of the Charity to ensure good governance, stewardship, sound controls and cost effectiveness



- To lead on the forecasting and management of cash flow requirements through coordination and monitoring of the Charity's working balances
- To maintain responsibility for reviewing and monitoring of systems in order to assist in achieving prompt payment of creditor invoices
- To ensure the accurate and timely reporting of 'New' Income to LMT, Board, and subcommittees
- To hold responsibility for ensuring the accurate and timely maintenance of accounting records
- To act as the key expert in procurement matters for the Charity
- To support, develop and train managers in good financial stewardship
- Managing the investments and the whole treasury management process ensuring that the highest return is achieved
- Co-ordinating the production of the various papers for LMT, Board and relevant sub-committees within the prescribed timetable
- Lead and champion the Finance & Business Intelligence priorities and objectives, ensuring that professional contribution is clearly aligned to organisational priorities and objectives
- To establish close relationships with key stakeholders to lead, shape and support implementation of both internal and external strategy
- To write, compile and deliver executive board reports, committee reports and assurance reports to various board and committees as required, ensuring the highest level of accuracy
- Providing and receiving complex, sensitive or contentious information where persuasive, motivational, and negotiating skills are required
- Lead the planning and budgeting of income streams to resource the work of the charity, including tracking and reporting on income generation activities
- Manage the effective drawdown of income from diverse income streams
- To be an effective "finance business partner" to the Leadership Management Team (LMT) providing guidance and advice as appropriate

### **Analytical and judgment skills**

- Analyse and interpret complex financial data to forecast operational financial expenditure. Investigate and resolve financial queries and discrepancies/complex financial queries and discrepancies

### **Planning and organisational skills**

- Planning to organise a broad range of complex activities to ensure weekly, monthly, quarterly and annual financial timetables are met and those requirements of the business. These may require formulation or adjustment.



## **Responsibilities of the Post Holder**

### **Responsibilities for policy and service development implementation**

- Lead the development of financial strategy, policies or procedures for the Finance team, the directorate and the wider EoLP.
- Day to day management of financial systems and processes that ensure the cash, revenue and capital resources and Charitable Funds are used in accordance with the agreed aims and objectives of EoLP, whilst complying with both the Charity Commissioning and Companies House guidance.
- Authorised signatory; contributes to formulation of section budgets, external budgets/develops and monitors budgets for an external department, service or programme, providing financial advice to them as required.

### **Responsibilities for human resources (including training)**

- Developing and training EoLP Managers, from within the finance discipline and without, in good financial stewardship.
- Assisting with the development and training for budget holders in good financial stewardship, business planning and use of business intelligence.
- Day to day management and specialist training and development of team members.
- Responsible for the design and development of major information systems to meet specifications of others e.g. financial ledger.

### **Responsibilities for research and development**

- Undertakes surveys and audits as necessary to own work

### **General**

1. To contribute to and support the development of policies, procedures and protocols as appropriate.
2. To promote equality of access and opportunity in all aspects of the work.
3. To take all reasonable steps to promote a safe and healthy working environment which is free from discrimination.
4. To comply with the End of Life Partnership policy on confidentiality, and the General Data Protection Regulations relating to information held manually or on computerised systems.
5. To respect the confidentiality and privacy of clients and staff at all times.
6. To maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with End of Life Partnership policies.
7. To participate in personal training, development, appraisal, and attend all relevant training courses as required.
8. EoLP has a responsibility and is committed to safeguarding and promoting the welfare of children, young adults and adults at risk with care or support needs and expects all staff and volunteers to honour this commitment to minimise risk or harm in accordance with current legislation, statutory guidance and EoLP's policies and procedures. This means that staff must understand their own responsibility and recognise the requirement to engage with staff training and supervision, as well as promoting multi-agency working to safeguard patients.



***The list of duties in this job description is not exhaustive and is intended to outline the main activities of the post holder. Duties and responsibilities may be subject to change taking into account the development needs and following full discussion with the post holder.***

***This job description will be reviewed after 6 months following appointment***