

Vacancy Information Pack

**Position: Director of Finance**

**SALARY:** circa £75k WTE (depending on experience) + Pension

**HOURS:** 30 per week

**CLOSING DATE:** TBC

Please apply using a Hospice Application Form (included in this pack)

**Due to the nature of this post, the post holder is required to undergo a criminal records check at Standard level. An application will need to be made to Disclosure Scotland and deemed satisfactory by the Hospice before the applicant can commence employment. A joint application will be made which the Hospice will pay for.**

#### **JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION: |
|  Job Title: Director of Finance Responsible to: Chief Executive Job Reference: SCH/FIN/001 No of Job Holders: 1 Last Update: March 2023 |

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| About us |
| St Columba’s Hospice Care has provided hospice and end of life care for people with incurable illnesses and their families for over 45 years and is well known across the whole of Lothian. Our services are delivered in our building in North Edinburgh, by our community team across Lothian, and through our virtual and online services. Our focus is on helping the people and families we support make the very best of the time they have together, no matter how short that may be. Our team work hard to ensure our services are person-centred, and catered to the individual needs of those we support. Hospices are key partners to the wider health and care system across Scotland, supporting around 22,000 patients a year, providing essential public services that keep people out of hospital, and providing significant value for money by reducing demand on statutory services. Our relationships with our donors will remain at the heart of our thinking and strategic ambitions. We therefore, remember the vital link between the families who receive our support and the donors who make it possible. Our communications activity will continue to evolve and develop in light of new communication channels and preferences. Investing and embracing digital technology will widen access for many, to our services, while creating efficiency in how we work.Promoting our environmental strategic aims, including transitioning to electric vehicles, reviewing our heat and light provision and engaging our workforce in energy efficient working, will contribute to the national environmental strategy.Finally, and possibly most important of all, is innovation. The Hospice was built thanks to the innovative and inspired leadership of key individuals. We must embrace and celebrate innovation and build pathways to encourage its development. Testing new ideas, being brave enough to stop poorly performing activities, and embracing and learning from failure are all vital areas of our work. The confidence in our shared leadership approach will harness this energy and contribute to our future strategic plans. |

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| **Our Values** |
| **Respect**We will ensure that respect is at the heart of our interactions with all who come into contact with the Hospice. Respect and confidentiality will frame all our conversations, no matter how challenging the circumstances. We will treat everyone with respect, ensuring that difference and diversity are accepted unconditionally, as this will help us be open to change. | **Care and Compassion**We care with compassion for patients, families and carers, for the colleagues and students we work with, and also for the supporters and those who make our work possible. Compassion is integrated into the way we interact with everyone who comes into contact with the Hospice. We strive to attract and recruit staff and volunteers who are committed to working in this way. We care for patients and families through some of the hardest times they may face. This is not always easy, but we endeavour to listen to them, and keep their needs and wishes at the centre of all of our considerations. Our care is always person centred. |
| **Partnership**We invite and welcome opportunities to work in partnership with groups of organisations who share our values and who believe in the best possible care of anyone living with a life limiting illness. We believe that innovative and collaborative partnerships will help cultivate opportunities for service developments, community engagement, education, research and income generation. We will also invite and encourage opportunities to work with people who are using, or have used, our services in order to shape current and future developments. | **Trust**We acknowledge that we are all responsible for creating a safe and trusting environment, and that trust is vital to allow our organisation to flourish. Trust will be earned by our actions and is at the heart of the way we interact with each other and with all those connected to the Hospice. We acknowledge that patients, families, staff, students and volunteers put great trust in the Hospice as a place to make the most of their lives, time or skills. |

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| Our shared leadership approach |
| In October 2022 we launched our new shared leadership clusters merging departments with common goals. The main aim of shared leadership is to provide a fresh perspective in leadership in line with the hospice strategy and merging together teams with a collective purpose. The underpinning principles include:* A merged team model to reflect the redesign of hospice services
* Refinement of leadership/ management of services following reshaping.
* Enhanced integrated working across common teams with common goals
* Shared leadership of merged departments by team leads
* Greater communication across all Hospice sectors
* Avoiding duplication of effort and fragmentation of direction
* Improve efficiency of resources
* Provide less hierarchy but retaining a career structure for staff to support development and progression.
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| Team Structures |
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| Primary job purpose |
| The Director of Finance is accountable for the Hospice’s strategic financial management and leadership as well as holding responsibility for driving efficiency, reducing costs and maximising funds available to invest in the organisations purpose. The Director of Finance, as a proactive member of the Senior leadership Team, will contribute to the formulation, implementation, monitoring and evaluation of corporate strategy and business plans. |

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| ORGANISATIONAL POSITION |
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| Key responsibilities |
| **Strategy and leadership*** As a member of the senior leadership team, promote at all levels within the department and organisation, the Hospice’s vision, values and strategic objectives
* Lead and ensure the implementation of the financial strategy for the Hospice, contributing to key decisions, policy development and strategy.
* Lead and develop the finance team to support the business of the Hospice in a proactive, timely and customer-focused fashion, responding flexibly to changing priorities, in line with organisational and contractual requirements,
* Fully participate in the development of Service Level Agreements between the Hospice and our partners including with Integrated Joint Boards, NHS Lothian Pharmacy service.
* Provide leadership in the budget setting process, providing necessary information to Directors, initiating discussions on budget allocations and presenting financial plans and budgets to the Board

**Accounting and financial controls*** Ensure the monitoring and management of appropriate financial systems and internal financial controls including audit and ensure compliance with GAAP/Charities SORP (OSCR) and applicable regulatory legislation for financial and tax reporting.
* Ensure all organisation-wide insurance policies remain fit for purpose and are appropriately monitored.
* Responsible for the management and oversight of key finance and accounting systems including Sage 200, Cybertill, LivePay Payroll and expenses database.

**Treasury management and investment*** Ensure effective management of the Hospice’s finances and reserves within funds available, taking account of actual circumstances as well as the annual budget.
* Ensure cash flow and funds are well managed including building good relationships with our bankers and external auditors, ensuring at all times, the availability of information to them.
* Manage the planning and forecasting of the Hospice’s cash flow, to ensure liquidity at all times
* Account for investment income purchases, sales and revaluation of investments & regular liaison with investment managers.
* Ensure that appropriate financial analyses and reports are provided at various levels, both internally and externally. These include monthly management accounts, budget and financial reports as well as the annual report to the Board of Governors and AGM

**Payroll and pensions*** Ensure the provision of a highly effective and accurate payroll service, ensuring compliance with all HMRC and GDPR data management requirements, together with the management of all of pension plans and life assurance and salary sacrifice schemes currently operating within the Hospice.

**Governance*** Ensure good governance of the Hospice by supporting the effective functioning of the Audit and risk, investment, remuneration and nominations and pension’s governance committees.
* Ensure the provision of up to date advice on charity and company law, HMRC / OSCR Guidance and other regulations affecting the charity sector.
* Provide reporting, analysis and assurance to the Board and sub-committees on all aspects of the Hospice’s financial strategy and financial risk management.
* Lead the external audit process and ensure smooth year end procedures within the Hospice.
* Ensure compliance with all statutory and regulatory requirements in relation to annual reports/returns, VAT returns, tax submissions and other requirements

**Departmental management*** Develop and implement the finance department’s strategic objectives, as part of the Hospice’s business planning process
* Act as a role model and leader for direct reports; supporting and guiding their development and enhancing their leadership/managerial skills
* Proactively manage performance of staff, and address grievance/disciplinary issues in a timely way in line with organisational policy.
* Actively promote equality, diversity and inclusion in all aspects of the Hospice, as employer and service provider

**Professional development*** Retain professional membership for the relevant professional registration and fully comply with the professional standards associated.
* Keep abreast of statutory and sectoral changes and developments in financial management.
* Ensure ongoing personal professional development to safeguard the Hospice’s finance function operates in line with sector best practice
* Take on any other responsibilities or tasks that are within the post holder’s skills and abilities whenever reasonably instructed.
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| **About you** |  |

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| **Education and Qualifications** | * Degree
* Qualified Accountant with membership of one of the six bodies recognised by the Consultative Committee of Accounting Bodies (CCAB).
* Relevant post-graduate qualification.
* Evidence of continuing professional development
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| **Knowledge and Experience** | * Knowledge of current developments and issues affecting the charitable sector
* Proven track record of success in a senior leadership role. Demonstrable experience and success in delivering excellence in corporate services areas
* Experience of working at Board level
* Broad management experience across financial, physical and technical areas.
* Experience of producing a range of written and financial reports for a variety of different audiences.
* Experience of leading and managing change projects
* Evidence of delivering planned outcomes, on time and within budget.
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| **Skills and abilities** | * Ability to analyse and interpret a range of information and data from a variety of sources within corporate service areas
* High levels of digital literacy
* Exceptional interpersonal and influencing skills with the ability to communicate effectively with people at all levels.
* Well-developed analytical skills and proven ability of achieving strategic objectives
* Ability to develop innovative solutions whilst maintaining continuity of services through setting of clear goals/targets
* Ability to communicate effectively negotiate and network through highly developed written, oral and presentation skills.
* High level of personal competency in computer skills across a range of different software
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| **Personal Qualities** | * A high degree of personal initiative with the drive and ability to meet challenging goals
* Ability to prioritise and multi-task, working efficiently and often to tight deadlines.
* Leadership qualities that motivate and inspire colleagues and team members while gaining their respect and confidence.
* High levels of emotional resilience and emotional intelligence
* Naturally collaborative and solution focussed
* Well organised and able to manage a complex workload, often with competing demands on time.
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