



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Senior Finance Officer**

Please find attached the following documents:-

- 1. Job Description**
- 2. Person Specification**
- 3. Information to Candidates**
- 4. Equal Opportunities Monitoring Form**

Having read the enclosed information, your completed application form should be returned to [HR@severnhospice.org.uk](mailto:HR@severnhospice.org.uk) or the address above, to arrive no later than **16<sup>th</sup> May 2022**.

**For an informal discussion, please contact Kathryn Taylor, Finance Manager.**

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

**Gaynor Lewis**  
**HR Manager**

## Severn Hospice – Senior Finance Officer

### INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

#### 1. MEDICAL

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

#### 2. REFERENCES

No formal offer of employment will be made until we have received satisfactory references.

#### 3. PROBATIONARY PERIOD

Your appointment will initially be for a probationary period of up to 6 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

#### 4. SALARY

The salary for this post is **£31,350 to £33,000 per annum** depending on experience. Salaries are paid monthly by credit transfer to a bank or building society account.

#### 5. HOURS OF WORK

You will be contracted to work 37 ½ hours per week Monday- Friday.

#### 6. HOLIDAY

Holiday entitlement is 7 weeks per annum including bank holidays. Increasing to 7.4 weeks after 5 years' service and 8.2 weeks after 10 years' service.

#### 7. PENSION

The Hospice is able to offer ex NHS staff continuity of membership\* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(\*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice).

**Severn Hospice**  
**Equality and Diversity Statement**

**Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.**

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any “unspent” convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become “spent” (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including “spent” convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service’s Code of Practice for Registered Persons and other recipients of DBS information.

*A copy of the Hospice’s Equality and Diversity policy is available upon request.*

## **EQUALITY AND DIVERSITY MONITORING FORM**

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

**Please can you complete the form and mark the box with an 'x', where applicable. Please place in a sealed envelope separate to our application form.**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Position applied for:</b>	

Are you married or in a civil partnership?

<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
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### ETHNICITY

<b>White</b>	<b>British</b>	
	<b>Irish</b>	
	<b>Gypsy or Irish Traveller</b>	
	<b>Any other White background (please specify)</b>	
<b>Mixed/ Multiple Ethnic Groups</b>	<b>White and Black Caribbean</b>	
	<b>White and Black African</b>	
	<b>White and Asian</b>	
	<b>Any other Mixed/multiple ethnic background (please specify)</b>	
<b>Asian or Asian British</b>	<b>Indian</b>	
	<b>Pakistani</b>	
	<b>Bangladeshi</b>	
	<b>Chinese</b>	
	<b>Any other Asian background (please specify)</b>	
<b>Black/African/Caribbean/Black British</b>	<b>African</b>	
	<b>Caribbean</b>	
	<b>Any other Black background (please specify)</b>	
<b>Other Ethnic Groups</b>	<b>Arab</b>	
	<b>Japanese</b>	
	<b>Any other ethnic group (please specify)</b>	
<b>Prefer not to say</b>		

## AGE

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Under 16		35-39		55-59	
16-24		40-44		60-64	
25-29		45-49		65+	
30-34		50-54		Prefer not to	

## RELIGION AND BELIEF

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Buddhist		Jewish	
Christian		Sikh	
Hindu		No religion or belief	
Muslim		Prefer not to say	

## GENDER

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Male		Female		Transgender	
				Prefer not to say	

## SEXUAL ORIENTATION

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Heterosexual		Lesbian		Gay		Bisexual	
Prefer not to say							

## DISABILITY

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A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

Physical Impairment	Yes		No		Prefer not to say	
Mental Impairment	Yes		No		Prefer not to say	

## DECLARATION

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The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

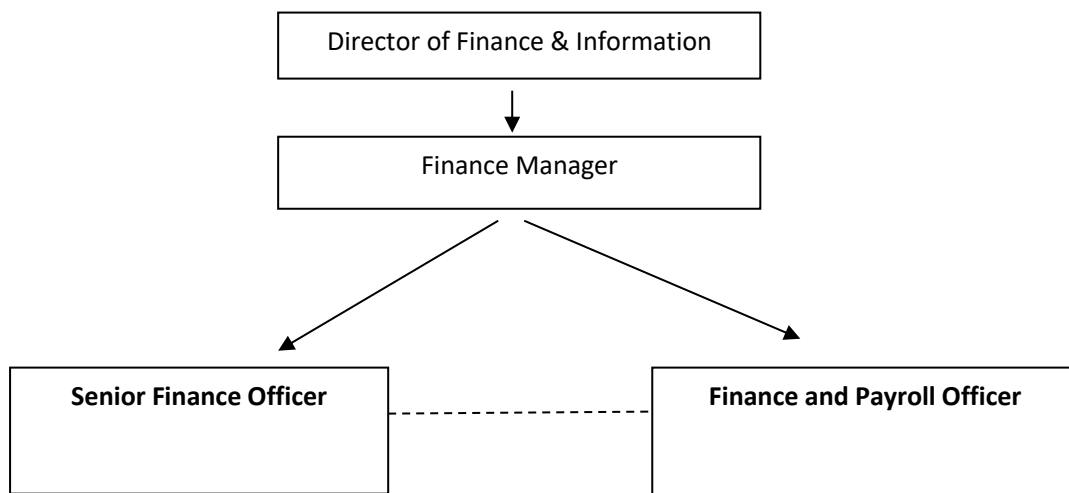
I agree to the use of my personal information as explained above

Signature:	Date:
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**Job Description**

<b>Post Title:</b>	Senior Finance Officer
<b>Reports to:</b>	Finance Manager
<b>Purpose of the post:</b>	<p>The postholder will be primarily responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing income journal uploads from refresh café EPOS system into Dimensions accounting system.</li> <li>• Working with Finance Manager, prepare monthly management accounts reporting for Main hospice and Projects subsidiary. This includes journal posting, budget monitoring, variance, and control account analysis.</li> <li>• Core responsibility for expenditure accruals and prepayments and IT department expenditure analysis.</li> <li>• Responsibility for assigned bank reconciliations</li> <li>• Maintaining Hospice Fixed Assets register and posting monthly depreciation journal. Monitoring Capital spend to budget.</li> <li>• Support Finance and Payroll Officer to ensure accurate and timeous payment of salaries to payroll staff and taxes to HMRC, attachments and pensions to appropriate bodies</li> <li>• Practice documented payroll processes to ensure second line cover for Finance and Payroll Officer if on leave.</li> <li>• Setting up payments in banking systems ready for approval review by Finance Manager/Director of Finance</li> <li>• Assisting with budgeting and forecasting processes across the Hospice, including Projects Company.</li> <li>• Building budget templates for payroll budget from Select HR downloads and undertaking pay modelling.</li> <li>• Assisting with year-end audit preparation and assisting preparing information for external auditors.</li> <li>• In conjunction with peer Senior Finance Officer deputise for Finance Manager in your areas of responsibility when required. Dotted line responsibility for Finance and Payroll Officer</li> </ul>

**Organisation Position**



## **PRINCIPAL RESPONSIBILITIES**

- 1.** Production of monthly income and expenditure accounts and KPI's for Main Hospice and Hospice Projects Ltd ready for review by Finance Manager. Responsibilities include income and control account reconciliations, and budgetary variance analysis.
- 2.** Accurate and timely preparation of income and expenditure journals.
- 3.** Prime responsibility for analysing and reporting IT expenditure on monthly basis to Director of Finance.
- 4.** Support Finance and Payroll Officer, becoming second line support. Practice documented processes to enable production of payroll in absence of Finance and Payroll Officer.
- 5.** Prepare annual pay modelling information for review and processing in payroll system
- 6.** Responsibility for assigned bank reconciliations
- 7.** Maintenance and reconciliation of Fixed Asset Register and development of reporting around this.
- 8.** Draft annual statutory accounts for Hospice Projects Ltd for Finance Manager review and sign off. Interface with auditors as required.
- 9.** Assist with budgeting processes across the Hospice. This will include Projects Company budget and contributing at other budgeting meetings, building templates and providing analysis as required. Ensure that all information that may affect forecasting or budgeting is shared.
- 10.** Finance representative at hospice wide department/service meetings. Partner with staff to understand and meet their reporting needs in areas of Finance.
- 11.** Responsibility for delivering part of internal audit plan as assigned by Finance Manager. This will include systems documentation including flowcharting of key systems processes and controls.
- 12.** Assist Finance Manager with aspects of regulatory reporting including Gender Pay Gap calculations, Insurance renewal data, VAT return and Office of National Statistics returns.
- 13.** Become competent in Crystal reporting and Microsoft Power BI to produce bespoke management reports out HR, Payroll and other business systems as required
- 14.** Assist with the production of annual financial data and graphs for use in power point presentation for board purposes
- 15.** Assist Finance Manager and Director of Finance on any other projects as required

### **Education, Professional Development and Training**

1. To take every reasonable opportunity for maintaining, developing and acquiring competencies and skills for self-development.
2. To positively participate in the Hospice appraisal system.
3. Identify and present any training needs at appraisal time for consideration in departmental training plan.
4. Proactively progress with professional accounting qualification.
5. Complete Hospice Mandatory training sessions.

### **Human Resources and Finance**

1. To adhere to Hospice HR policies, procedures and guidelines.
2. To adhere to Financial Regulations and finance policies.

### **Decisions. Judgement and freedom to act**

1. To work with the whole Finance team in ensuring that a high standard of service is delivered.
2. To work collaboratively and information share to ensure delivery of quality Finance service. Work within policies, protocols and professional ethical standards. Adhere to Financial Regulations. Seek further advice and support from Finance Manager.

### **Professional Conduct**

1. To conduct oneself in a manner perceived by others as constructive and ethical. Ensure that any issues with other staff members are addressed at an appropriate level.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

### **Supplementary Information and Requirements**

All new Hospice employees are on a three-month probationary period.

Following probation, this post is subject to 6 weeks' notice from the postholder.

### ***Health and Safety***

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

### ***Appraisal***

All employees are required to participate in the Hospice's appraisal process (permanent contracts only).



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications / Training</b> Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Good passes at GCSE Maths and English</p> <p>AAT qualified</p> <p>Part qualified and working to full qualified ACA/ACCA/CIMA.</p>	<p>A levels Degree</p>
<p><b>Experience and Abilities</b> Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Previous experience of working in an accounts team in respect of payroll production, posting to and maintaining financial ledgers, production of monthly management accounts, budgets and interfacing with employees and auditors.</p> <p>Evidence of adaptability and use of a range of systems</p>	
<p><b>Skills &amp; Knowledge</b> Range and level of skills</p> <p>Depth and extent of knowledge required.</p>	<p>Good Word and Excel skills Double entry bookkeeping Payroll and Pensions knowledge</p>	<p>Crystal reporting Microsoft Power BI</p>
<p><b>Personal Qualities, Aptitudes and Attributes</b></p>	<p>Friendly personality with sense of humour Team Player and can work collaboratively. Flexible Can work under pressure in a busy changing environment with set deadlines. Effective communicator Analytical skills Problem solving Attention to detail. Accuracy</p>	
<p><b>Other requirements</b></p>	<p>Embrace our departmental values:</p> <p>Care – deliver high quality work to the best of ability. Excellence – achieve results through continuous learning and applying good practice. Determination-pro-active in suggesting new ways of working. Respect – work collaboratively within department and with different teams Integrity-act responsibly within delegated authority framework, take accountability and communicate honestly. Commitment –focus on the impact of work and making a difference to the Hospice.</p>	