

The Myton Hospices

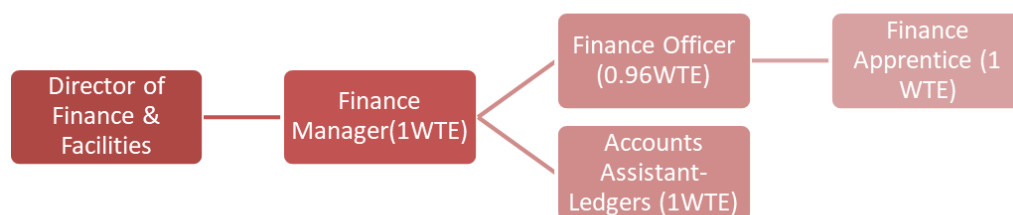
Job Description

Job Title: Finance Manager

Department: Finance

Responsible to: Director of Finance and Facilities

Accountable to:



Summary of Role:

To lead the operational finance team on a day-to-day basis.

Responsibility for production of monthly group management accounts including forecasts on a monthly basis. Responsible for the setting of the annual budgets in line with the longer-term financial plans. Author of the finance report providing a timely update to the Finance Committee and the Charities Management Board of the finance position and forecast each month.

Leading for financial audit within the organisation, this role is responsible for overseeing the annual audit of the accounts liaising closely with external auditors.

Primary Work Base:

NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.

Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



Main Duties & Responsibilities

1. Formulation of the annual budget working with budget holders in order to create the annual budget in line with the expectations of the Finance and Audit Committee.
2. Preparation of annual accounts to trial balance level, and formulation of information required for notes to the accounts.
3. Overseeing the external audit process, ensuring that auditors have all information required
4. Responsibility for internal audit of the finance department and its operational procedures.
5. Management of the Finance Team ensuring that they are appropriately trained, and responsible for the teams overall performance against deadlines.
6. Monthly Budget holder meetings, providing assistance in relation to monitoring of budgeted establishments, monthly Income and revenue accounts, capital expenditure monitoring and restricted funds management.
7. Production of the monthly management accounts and finance report on a monthly basis, detailing reasons for variances and highlighting risks to the financial position compared to budget.
8. Input into the long term financial plan of the charity working alongside the Director of Finance and Facilities.
9. Management of the fixed asset register and responsible for planning the replacement of equipment and capital expenditure plans.
10. Provision of costing information required by budget holders, SLT, STOL members and others whom may need information on costings.
11. Ensuring all of the necessary Finance policies are in place, ensuring that they are compliant with audit recommendations and the most recent Charity Finance guidance.
12. To manage the organisation's Treasury function including the accounting for investments in line with auditor's recommendations. To manage credit balances so as to maximise the return on cash in the bank
13. Responsibility for budget holder training in order to ensure that budget holders are trained and confident in their role and understand their responsibility as a budget holder for the charity.
14. To be continuously striving for improvements & efficiencies in processing of finance transactions and production of management information reports
15. Manage members of the Finance team, being responsible to the day to day running of the finance department.
16. Involved in projects as part of the Myton Management Group.
17. Attendance at the Finance and Audit Committee, deputising for the Director of Finance and Facilities when required.

GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES

Policies and Procedures

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

Volunteers

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

Confidentiality and Data protection

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

Infection Control

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

Equality & Diversity

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and colleagues. The post holder is required to conform with Myton's policies on Health and Safety and Fire Prevention, and to attend related training as required.

Safeguarding Vulnerable Adults and Children

It is the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

Code of Conduct

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

Review of Job Description

This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post.

This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).

Employee/Managers Signature

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

Employee Name: _____

Signature: _____ **Date:** _____

Managers Name: _____

Signature: _____ **Date:** _____

Last reviewed November 2018