



Job Description

Job Title	Grade/Salary
Director of Resources (Finance, Estates, IT)	£62,400
Accountable to	Responsible to
Chief Executive	Financial Controller, Head of Facilities & Estates, IT Director

Job Purpose and Role

The Director of Resources will lead the Finance Team, allowing appropriate information to be provided to stakeholders at all times and leading the development and implementation of our Finance strategy.

Responsible for review, improvement and implementation of all finance functions, systems and monitoring/reporting across the hospice.

Lead communications between the Finance Department and other departments who rely on our support.

Lead Finance Team to ensure the effective day to day operation of the department, including preparation of timely, complete and accurate management accounts with the support of the Finance Assistants.

Lead the Estates Team and be responsible for developing, providing, managing and reporting an effective and comprehensive range of robust facilities management services across the hospice property portfolio.

Line manage the part-time IT Director and ensure digital services are maintained, developed and improved.

Main Duties and key result areas

General Duties

- Maintaining confidentiality at all times and complying with the Teesside Hospice policy on Information Governance, thus ensuring security in the management and use of information.
- Maintaining and developing beneficial working relationships with other departments to further the organisations objectives. Assist with any financial enquiries from any area.
- Training, supervising and giving guidance to volunteers.
- Participating in induction days, heads of department meetings etc in order to appraise staff and volunteers of the financial situation of the organisation.
- Developing, implementing and complying with Teesside Hospice financial procedures. Being aware of financial control procedures and confirming that they are being operated properly throughout the organisation. Maintaining high standards of financial practice and constantly aiming to improve.
- Overseeing the production of monthly management accounts, ensuring that all budget holders are able to use these as an effective management tool.
- Treasury management, ensuring positive cash flow and maximising of interest generating deposits.
- Liaising with the appointed external auditors, ensuring that they are able to complete an effective annual audit and preparation of the annual statutory accounts (consolidated group and subsidiary).
- Liaising with the appointed internal auditors so that they may carry out routines as directed by the Finance & Facilities Committee.
- To lead and manage the Xero Accounts software ensuring accurate and suitable information is available. Keeping auditable records with regards to restricted funds.
- Preparation of payroll and compliance with legislation such as auto enrolment, pensions, SSP, SMP etc.
- Overseeing accurate VAT claims for both companies, within the required timeframe.
- To lead Finance and Estates staff in an empowering management style, to enable staff to effectively contribute to the department, including annual appraisals.
- To maintain positive relations with the Investment Portfolio Manager, assisting where required and ensuring communication flows between the appointed advisors and the Finance & Facilities Committee.
- Negotiating business service contracts as required i.e. insurance
- Preparation of annual budgets in conjunction with budget holders.
- Ensuring compliance with legislation i.e. The Charity Commission, Companies House, HMRC.
- Responsible for all facilities and estates within the hospice and Trading Company, including leading and supporting the Facilities Manager.
- Responsible for liaison with the part time IT Director to implement projects and act as link with external IT service provider.

Delivering our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
- Seeking opportunities to learn from a wide range of sources
- Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

Compassionate

- Feeling or showing kindness and concern for others
- Able to empathise with people who dealing with a terminal illness
- Being kind in use of language and behaviour
- Caring for others who need our support and help

All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets.
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement.
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures.
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so.
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.

The duties outlined within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the CEO. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed

Date

Print name

Person Specification

Attribute	Detail	Essential or Desirable
Knowledge & Experience	Good and confident use of Xero Accounts and Staffology Payroll	E
	Minimum of 5 years experience leading a finance function/team	E
	A clear understanding of payroll including pensions, RTI, SSP, SMP etc	E
	A good working knowledge of Microsoft packages such as Excel and Word	E
	A sound understanding of budgeting, management accounts and forecasting	E
	Leadership experience	E
	A good understanding of VAT	E
	Evidence of promoting robust accounting procedures and financial control	E
	Knowledge of Health & Safety	D
	Understanding of charity accounting including VAT, Gift Aid, SORP, fundraising databases	D
	Working with volunteers and providing supervision and support	D
	Treasury management	D
	Experience of working with an investment portfolio	D
	Experience of internal and external audit	D
	Experience of leading an IT function	D
Experience of leading an Estates function.	D	
Education & Qualifications	CIMA, ACCA or ACA qualified, or the ability to demonstrate equivalent competency via experience.	E
	Fellow/Member of professional accounting body	D
Key Skills / Personal Attributes	Excellent team worker	E
	To be well organised	E
	The ability to multi-task, prioritising work within tight deadlines	E
	Excellent communication/interpersonal skills both written and verbal	E
	Ability to lead staff effectively in an empowering style	E
	Ability to stay focused with strong attention to detail	E
Other	To have a flexible attitude to work	E
	An understanding of, and empathy for, the work of Teesside Hospice	E
	To be self-motivated and committed to continuous professional and personal development	E
	Ability to travel independently throughout the community served by the hospice.	E