



## Job Description

### Job Title: Finance Manager

<b>Directorate:</b>	Business Development	<b>Team/Function:</b>	Finance
<b>People Manager:</b>	Yes	<b>Direct Reports:</b>	3
<b>Size of team:</b>	5	<b>Grade:</b>	TBC

### Job Summary:

As Finance Manager, you will oversee the day-to-day operations of the finance function, ensuring the accurate and efficient management of financial transactions, reporting, and compliance.

You will be responsible for a small team of three, supervising financial processes, including accounts payable and receivable, payroll input, reconciliations, month-end and year-end closing activities, posting journals and supporting budget setting. You will use your financial insights to support decision-making, ensure adherence to regulatory requirements, and work closely with the Head of Finance to drive operational efficiency.

### All Wigan & Leigh Hospice employees are expected to:

- Show commitment to our vision, mission, and values: **Compassion, Accessibility, Respect** and **Excellence** and demonstrate this through their work and interactions internally and externally, and on our behalf.
- Reflect the values of Wigan & Leigh Hospice in all behaviour and activities including alignment with the hospice's strategic priorities
- Be committed to furthering the aims of the charity and developing your own skills to benefit both yourself and the charity.
- Respect our obligations and approaches to health and safety, data protection, equality and diversity and safeguarding compliance and best practice.
- Take responsibility for the safety of yourself and others, raising concerns about anything you feel may put someone at risk
- Promote and safeguard the good reputation of the charity by acting in a way which is ethical and moral, and avoiding any activities that could bring the charity's reputation into disrepute.

### Main Responsibilities:

<b>1.</b> Responsibility of the day-to-day operation of the finance department, including overall management of the purchase ledger, receivables ledger, payroll reporting and cash management ensuring accuracy and compliance with policies.
<b>2.</b> Line manage, mentor, and develop finance team members, ensuring adherence to best practices. Carry out all appraisals and supervision for the team, in line with Hospice policies.
<b>3.</b> Prepare month-end accounts up to trial balance and management accounts level, ensuring accuracy and completeness.
<b>4.</b> Coordinate with auditors alongside the Head of Finance to ensure smooth year-end processes and timely resolution of queries.
<b>5.</b> Ensure financial records are accurately maintained, adhering to audit, regulatory, and governance requirements and excellent internal controls.
<b>6.</b> Responsibility of balance sheet reconciliations, reviewing, investigating and resolving discrepancies to maintain financial integrity.
<b>7.</b> Support the Head of Finance in the budget setting processes.
<b>8.</b> Support the wider business in managing budgets and head counts and monitor financial performance, identifying risks and opportunities for cost savings or income generation.
<b>9.</b> Ensure compliance with charity finance regulations, including Charity SORP and HMRC requirements (including VAT/PAYE/Gift Aid).
<b>10.</b> Deputise for the Head of Finance when required.
<b>11.</b> Develop financial policies and procedures, ensuring continuous improvement in financial management and internal controls.
<b>12. Please note that job descriptions cannot be exhaustive, and all employees may be required to undertake other duties, which are broadly in line with the above key responsibilities.</b>

#### Other things to note about this role are:

There may occasionally be a requirement to work unsociable hours. When this is required, notice will be given and time given off in lieu.

## Person Specification

### About you:

To be successful in this role you will need the following:

<b>Qualifications &amp; Experience</b>	<b>E</b>	<b>D</b>
CIMA/ACCA (or equivalent) qualified	X	
Excellent attention to detail and accuracy	X	
Experience of working in a multi-disciplinary finance environment	X	
Experience in managing and mentoring a small finance team, including conducting 1:1s and supporting professional development.	X	
Experience of working in charity / public sector finance role		X
<b>Skills &amp; Abilities</b>	<b>E</b>	<b>D</b>

Proven ability to maintain accounting systems while implementing strong internal controls and process improvements.	X	
Understanding of restricted and unrestricted funds, donor reporting and compliance		X
Experience using Sage 50 or similar accounting software	X	
Proficient in the use of MS Excel (including formulas, pivot tables and data analysis)	X	
Strong working knowledge of chart of accounts management and general ledger structures, including their role in financial reporting.	X	
Knowledge of the principles of Information Governance, confidentiality and data protection.	X	
Experience managing financial audits and liaising with external auditors.	X	
Previous experience of preparing VAT returns.		X
Excellent communication skills, with the ability to present financial information clearly to both financial and non-financial stakeholders.	X	
Experience in cashflow management.	X	
Experience in supporting a budget setting process.	X	
<b>Personal Qualities &amp; Attributes</b>	<b>E</b>	<b>D</b>
Ability to manage multiple priorities, meet deadlines and work under pressure in a calm and collected manner.	X	
Approachable, motivated and a supportive team leader.	X	
Commitment to personal and professional development.	X	

***E = Essential / D = Desirable***

**Document Control:**

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Last Reviewed/Amended:		By:	
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