



## Job Description

### Job Title: Head of Finance

<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>	4	<b>Grade:</b>	Head

#### Job Summary:

As Head of Finance, you are the strategic lead for finance at the hospice, managing a small team and ensuring they deliver a high-quality service. This role works closely with the Executive Team and Board of trustees, ensuring they have a clear understanding of the hospice's finances. You will lead the hospice's budgeting process and audit process, as well as producing regular management accounts, forecasts, statutory returns and investments. You will work with managers from across the hospice to help them to better understand their own budgets and you will play a vital role in improving efficiencies and managing costs.

#### 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:**

1. Lead the finance function at Wigan & Leigh Hospice, ensuring the Executive Team and Board receive clear, timely and accurate management accounts to support strategic decision making.
2. Co-ordinate and lead budget setting process, including working with department managers to develop their own departmental budgets.
3. Oversee the end of year accounting process and manage the annual external audit, ensuring compliance with all relevant accounting standards and regulatory requirements
4. Manage all banking processes and cashflow forecasting. Provide accurate forecasting to ensure the financial stability of the hospice.
5. Oversee the payroll function, including the administration of pension schemes, ensuring accuracy and compliance with statutory obligations.
6. Develop financial management mechanisms and controls that minimise financial risk and deliver efficiencies as well as value for money for the hospice
7. Manage hospice investments to maximise returns, in line with the hospice's investments policy and risk appetite
8. Play an active role as a member of the management team for the hospice, supporting colleagues and the Executive Team to deliver organisational objectives and foster a collaborative working environment
9. Provide effective line management support to staff and volunteers within the finance department, ensuring that deadlines are met, record systems are maintained and team objectives are achieved.
10. Lead on the development, implementation and review of all finance-related policies and procedures and contribute to the wider organisational policy framework, ensuring best practice and compliance.
11. Ensure adherence to all legal, statutory, data protection and governance regulations relevant to the hospice's financial activities.
<b>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:**

You may need to work outside of core hours on an occasional basis when there is a specific business need for example to complete the audit deadlines. Advanced notice of this will be given where feasibly possible and time in lieu

## Person Specification

### About you:

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

Qualifications & Experience	E	D
Recognised CCAB accountancy qualification - CIMA, ACCA, CIPFA or equivalent	X	
Substantial experience in a senior finance role, including preparation of management accounts, leading audits, and developing and monitoring budget	X	
Experience of managing audits and the production of annual accounts	X	
Experience of charity finance, with an understanding of sector-specific challenges and opportunities		X
Experience managing payroll, pensions, and remuneration processes in a complex organisation	X	
Experience of managing a team	X	
Skills & Abilities	E	D
Advanced working knowledge of financial systems with experience in Sage 200 or similar platforms	X	
Ability to analyse and translate complex financial data into clear and accessible reports and communicate financial matters effectively with non-financial managers	X	
Understanding of Charities SORP, charity accounting standards, and other relevant financial regulations.	X	
Proactive approach to problem solving – seeking out ways to improve and streamline processes.	X	
Excellent communication and interpersonal skills, with the ability to build effective working relationships across all levels of the organisation		
Personal Qualities & Attributes	E	D
Highly organised, with the ability to plan, prioritise and deliver a varied workload to tight deadlines	X	
Approachable, enthusiastic and committed to supporting colleagues and working collaboratively within a team environment	X	
Demonstrates a commitment to personal development and the professional development of others	X	

**E = Essential / D = Desirable**

### Document Control:

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