



Recruitment pack

Head of Finance
June 2025



Thank you for your interest in joining Team Hospice.

At Wigan & Leigh Hospice, our services enable people with a life limiting illness to live well for as long as possible, by providing them, and those closest to them, with outstanding care.

We enable people to live and die well in the place they feel most comfortable, and provide those people important to them to access effective support when they need it. We also provide training, advice and support for care settings and individuals on how to deliver outstanding palliative and end of life care.

Hospices play such an important role in their community, and Wigan & Leigh Hospice is no exception to that. Last year, we supported more than 1300 people across Wigan and Leigh at one of the most vulnerable times in their lives. Whether it's at the hospice, in people's homes, or in the community, our care is built on compassion, respect, and personal connection.

Our work is only possible because of the incredible support of the local community—people who first came together over 40 years ago to open the hospice doors, and who continue to walk alongside us today, helping to ensure we're always here for those who need us.

If you share our values and want to make a meaningful difference every day, we'd love to hear from you.

Our Mission & Values

Our mission is to promote and provide outstanding care, specialist support and information for people experiencing and affected by life-limiting illness, dying and bereavement

This is supported by our values, which are at the centre of everything we do:

C ompassion:

Providing a caring, empathic and person-centred approach which serves the whole needs of patients and supports those people important to them.

A ccessibility:

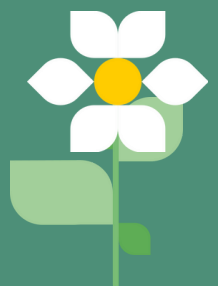
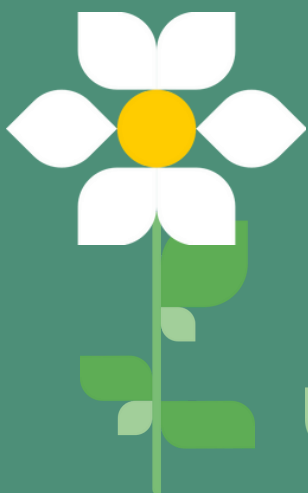
Welcoming, transparent and open to the community we serve and those that support our charity.

R espect:

Appreciative of our individual differences and ensuring dignity and inclusivity.

E xcellence:

Offering a professional, high quality service which is always developing and is responsive to patient needs and to those people important to our patients.



Our Strategy 2024-2029



- Enable people with a life-limiting illness across our communities to live and die well in the place they feel most comfortable.
- Enable people affected by death and dying to access effective support when they need it.
- Provide training, advice and support to individuals and care settings on how to deliver outstanding palliative and end of life care.
- Empower our communities to talk about death and plan for their future care needs



- Secure the income we need to deliver and grow our services.
- Develop our use of data, knowledge, and local insight to innovate and continuously improve our services.
- Ensure our organisation is governed, led, and managed effectively.
- Embrace environmental sustainability by using resources thoughtfully.
- Provide high-quality facilities, services and information.



- Value the contributions of our staff, volunteers, supporters and partners, working together as one "Team Hospice".
- Recruit and retain exceptional people and support them to excel together.
- Embrace equality, diversity and inclusion.
- Empower our communities and those using our services, to have their say on the services we offer.
- Work with our partners, using our knowledge and expertise to make a difference locally, regionally and nationally.

About the role

Nothing we do is possible without the dedication, compassion, and professionalism of our brilliant team. Their drive and commitment are the heartbeat of Wigan & Leigh Hospice, enabling us to provide outstanding care to people across our community.

As our new **Head of Finance**, you'll be a key member of the Business Development Team - managing a small team and ensuring they deliver a high quality service. You will work closely with the Executive Team and Board of Trustees, ensuring they have a clear understanding of the hospice's financial position.

You'll be joining a values-led, **CQC Outstanding** rated hospice at a pivotal moment in our journey. Together, we are strengthening and evolving our services to meet changing needs across Wigan and Leigh, while staying rooted in our mission: to promote and provide outstanding care, specialist support and information for people experiencing and affected by life-limiting illness, dying, and bereavement.

As Head of Finance, 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.

This is more than a job, it's an opportunity to make a lasting difference.



What are we looking for?

We're looking for someone who shares our values and wants to be involved in an organisation that's really making a difference.

You'll be a thoughtful and confident leader- someone who sets high standards, leads with integrity, and empowers others to grow. You'll bring a solutions-focused approach, always looking to improve and develop yourself and others.

As part of the Business Development Directorate, you'll be responsible for ensuring we manage our finances effectively, making the most of every penny we generate, thanks to the support of our local community

Above all, we want someone whose values align with ours. Someone who leads with compassion, champions accessibility and inclusion, treats others with respect, and is committed to delivering clinical excellence.

If you're driven to make a lasting difference in people's lives and want to do that in a warm, collaborative and community-rooted setting—then we'd love to meet you.



What are we offering?

Salary: £55,690 - £62,682 per annum

Hours: 37 hours per week

We're committed to creating a workplace where you feel supported, valued, and able to thrive.

As part of our team, you'll have access to a comprehensive range of benefits, including:



- **A warm and welcoming environment:** You'll be part of a supportive team working in a calm, compassionate setting, with access to our beautiful hospice gardens.
- **Comprehensive induction:** We provide a thorough and supportive induction programme designed to welcome you, build your confidence, and equip you with everything you need to succeed in your new role.
- **Flexible working:** A hybrid approach to work, with the option to work from home 1–2 days per week, depending on the needs of the service.
- **Excellent work-life balance:** We understand the importance of balance and wellbeing, and we actively support a healthy work-life blend that enables you to thrive both personally and professionally
- **Generous annual leave:** 35 days (inclusive of bank holidays), increasing with length of service
- **Contributory Pension Scheme:** We offer a contributory private pension scheme to support your future. If you have contributed to the NHS Pension Scheme within the last 12 months, you will be eligible to continue your NHS pension while working with us.

We also provide:

- **Free on-site parking** for convenience.
- **Subsidised lunches** freshly prepared each day.
- **Cycle to Work Scheme** to promote sustainable travel and wellbeing.
- **Exclusive shopping**, leisure, and holiday discounts.
- **On-demand GP access** for quick and convenient healthcare advice.
- **Westfield Health Cash Plan** to help with everyday healthcare costs.
- **Life Assurance** (three times your annual salary) for peace of mind.

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.



Role Requirements

To thrive in this role, we're looking for someone who is able to:

- 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.
- Co-ordinate and lead the budget setting process, including working with department managers to develop their own departmental budgets.
- Oversee the end of year accounting process and manage the annual external audit, ensuring compliance with all relevant accounting standards and regulatory requirements
- Manage all banking processes and cashflow forecasting. Provide accurate forecasting to ensure the financial stability of the hospice.
- Oversee the payroll function, including the administration of pension schemes, ensuring accuracy and compliance with statutory obligations.
- Develop financial management mechanisms and controls that minimise financial risk and deliver efficiencies as well as value for money for the hospice
- Manage hospice investments to maximise returns, in line with the hospice's investments policy and risk appetite
- 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
- 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.
- 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.
- Ensure adherence to all legal, statutory, data protection and governance regulations relevant to the hospice's financial activities.

Person Specification

Essential Criteria

The following skills, qualifications, experience, and attributes are essential for success in this role.

They reflect what we believe is necessary to effectively lead and contribute to Wigan & Leigh Hospice's mission

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

Desirable Criteria

We recognise that no one starts with every skill, and we are committed to supporting and developing our people to help them grow. The following are desirable qualities that would add extra value to the role, enabling you to contribute even more effectively to Wigan & Leigh Hospice's vision.

- Experience of charity finance, with an understanding of sector-specific challenges and opportunities

Organisational structure

Hospice Board of Trustees

Chief Executive

Medical
Director

Clinical
Director

Director of
People and
Operations

Director of
Business
Development

Senior Doctor

Education &
Training Lead

HR and
Volunteer
Manager

Head of
Finance

Advanced
Clinical
Practitioner

In Patient Unit
Manager

Facilities
Manager

Fundraising &
Community
Engagement

SpRs, GP
Trainees & FY2

Clinical Lead for
Community &
Wellbeing

Head Cook

Individual
Giving &
Lottery Mgr

Digital
Systems
Manager

Marketing &
Comms
Manager

Quality &
Governance
Lead

Retail
Development
Manager

How to apply

To apply for this role, please send your CV along with a one-page supporting statement explaining why you believe you're the right fit to HR@wlh.org.uk

- **Application deadline:** Thursday 10th July at 9:00am
- **Interviews:** Friday 18th July
- **Interview location:** Wigan & Leigh Hospice, Kildare Street, Hindley

Our Interview Process

As part of the initial interview process, you will take part in a panel interview and be asked to prepare a presentation to share with the panel.

You'll also have the opportunity to tour our hospice.

If you'd like to find out more about the role or have an informal conversation, please get in touch with our HR team hr@wlh.org.uk

We look forward to hearing from you.

