

## Job Description

<b>Job title:</b>	<b>Senior Accountant</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Direct Reports:</b>	<b>Finance Assistant x 3</b>
<b>Location:</b>	<b>St Rocco's Hospice, Warrington.</b>

### Role Purpose

The Senior Accountant supports the Finance Manager in delivering accurate management accounts and financial reporting and plays a key part in overseeing the day to day running of the finance department, including people management of the finance team. Supporting the Finance Manager with additional tasks, such as finance projects, the Senior Accountant operates as a collaborative Subject Matter Expert whilst ensuring the team and Hospice is compliant with internal policies and external regulations.

### Key Responsibilities:

#### Management Accounts & Reporting

- Preparation and input of charity and company journal entries, including but not limited to accruals, prepayments, depreciation, investments, corrections and intercompany transactions as required at month end to bring accounts to Trial Balance stage, for the companies.
- Preparation of accurate and timely monthly management accounts for the Hospice and its subsidiaries, for review.
- Maintain and reconcile balance sheet accounts and supporting schedules, investigating and resolving discrepancies.
- Oversee accurate completion of all bank, petty cash and credit card reconciliations within the department.
- Preparation of financial information and reports, including financial analysis for the wider organisation, as required.
- Assist with the preparation of statutory financial reporting, and other statutory returns e.g. gift aid claims and VAT return preparation and submission for the Hospice and its subsidiaries.
- Support with the preparation of all necessary information required for the annual external audit for the Hospice and its subsidiaries.
- Provide general accounts support including nominal ledger and data inputting as and when required.
- Maintain financial records, audit trails and filing systems including archiving and systems of retrieval.
- Co-ordination of monthly payment runs across the department.

### Payroll

- Work in close partnership and collaboration with the People Services team to ensure timely and accurate processing of the monthly payroll, including submission and GTN report reviews.
- Review payroll errors and adjustment to identify root causes and work with the Finance Manager and People Services team to identify solutions.
- External liaison with the payroll bureau provider (currently LivePay).
- Preparation of the Payroll Analysis file and creation & posting of respective payroll journals each month.
- Maintenance of the NHS Pension schedule and associated pension payments.

### People Management

- Direct Line Management responsibility for the team of Finance Assistants.
- Promote continuous improvement within the finance department and offer support and guidance for individual professional development through regular 1-1's, performance reviews and appraisals.
- Coordinate inductions for new starters and manage and support volunteers working in the finance team.
- Foster a positive and inclusive working environment as an Ambassador of St Rocco's Visions and Values, through effective people management.

### General

- Support the Finance Manager in running the day-to-day operations and processes of the Finance department including deputising as required.
- Liaise with internal and external stakeholders to proactively action and resolve any mid to high level queries that come into the department and provide finance support as required.
- Support the work of the Finance Assistant(s) to ensure guidance, support and supervision is available to enable the team to perform their duties to the highest standard and that day-to-day operations are met.
- Provision of support and cover for the other members of the finance team as and when required.
- Continuous improvement of processes and controls across the department to streamline processes and work efficiently.
- Be the System Champion/ Subject matter Expert for the current accounting systems (Sage 50) and support on future new system implementation.
- Support with future digitalisation processes.
- Keep up to date with latest accounting and financial developments, updates, regulations and practices.
- Working with and supporting the Finance Manager with any finance related projects.
- Consistently promote the inclusive culture of St Rocco's, showcasing respect to all and being an ambassador for continuous improvement.
- Engage in supporting fundraising activities throughout the year.

### Person Specification

#### Essential

- Strong knowledge of accounting principles and financial regulations.
- Highly analytical with excellent problem solving skills.
- Excellent attention to detail and accuracy skills.
- Ability to prioritise and manage multiple deadlines, particularly around strict finance timescales.
- Excellent communication skills.

- Committed to continuous improvement and development.
- Qualified / Part Qualified (ACCA/CIMA/ACA) or equivalent experience (QBE)

#### Desirable

- Experience in Sage 50 and /or other accounting systems.
- Proficiency in Excel and other Microsoft packages.
- Experience in charity retail or social enterprise.
- Strong leadership and people management skills.

### Hospice Vision & Values Statement

In line with our Visions and Values of; [Compassion](#), [Adaption](#), [Excellence](#) and [Partnership](#) along with our aim to “[Make Every Day Count](#)”, St Rocco’s encourages every employee and volunteer to be their best, striving for excellence in everything we do. We actively encourage a culture where we each take ownership and responsibility for the part we play in ensuring St Rocco’s is financially and operationally resilient whilst delivering a sustainable model for the future.

We do this by mutual respect and collaboration through clear, open and honest communication with each other in a respectful, considerate and collaborative way.

### Equal Opportunities Statement

The hospice operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

Unless the nature of the work demands it, applicants will not be required to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar an applicant from employment or becoming a volunteer. This will depend on the background and circumstances to the conviction. However, for Hospice based or patient facing roles, criminal records will be checked and taken into account for recruitment purposes when the conviction is relevant.

### No Smoking Policy

The Hospice is committed to a policy which discourages smoking and prohibits smoking on Hospice property and business outside it.

### Infection Control

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

**General Data Protection Regulations, Data Protection Act 2018:** and any relevant data protection legislation in force at any given time.

To ensure compliance with all Hospice policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose.

All employees must adhere to the Policy on Information Governance which provides guidance on the use and disclosure of information. The Hospice also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation.

### **Confidentiality**

Your attention is drawn to the confidential nature of information collected and used throughout the Hospice. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Hospice, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Hospice received by you in the course of your employment with the Hospice, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Hospice owes a duty of confidentiality to a third party. You are required not to disclose any Confidential Information either during or after your employment, unless expressly authorised to do so by the Hospice or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Hospice's Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

### **Health And Safety**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

### **Safeguarding Duty**

It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Safeguarding Policy. This applies to all staff.

### **Notes**

You will be required to assess all risks to your systems, processes and environment and contribute towards the clinical and corporate governance agenda as appropriate.

You will be expected to produce work to a high standard and to promote quality at all times.

You will be expected to keep yourself updated on all matters relating to Hospice policy.



Making Every Day Count

You must familiarise yourself with matters relating to Health and Safety management as they affect you personally and / or the Hospice.

You will be expected to participate in the staff appraisal scheme.

### **Assurance Statement**

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

It is the responsibility of all employees to adhere to general policies and procedures as detailed in the Staff Handbook and other individual policies.

The above Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

### **Changes To This Job Description**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

### **Summary**

This job description is an outline of the key tasks and responsibilities of the post. The post holder will be expected to undertake additional duties as the requirements of the post change.

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.