

## SAINT FRANCIS HOSPICE

### JOB DESCRIPTION

<b>JOB TITLE</b>	Finance Clerk
<b>GRADE</b>	Band 3
<b>HOURS OF DUTY</b>	37.5hrs / week
<b>REPORTS TO</b>	Finance Manager
<b>KEY RELATIONSHIPS</b>	The post-holder will work closely with all members of the Finance Team, hospice staff and volunteers
<b>RESPONSIBLE FOR</b>	This role does not have line management responsibility.

#### JOB SUMMARY

The post-holder will assist with a broad range of financial and management accounting activities.

#### MAIN DUTIES AND RESPONSIBILITIES

1. Input Supplier Invoices on to finance computer system, validating expenditure coding and budget authorisation, in line with the Financial Authorisation Policy.
2. Preparation of Supplier Invoice Payments by cheque or BACS, including the entries on finance computer system and Banking System
3. Assist with the counting of the cash and reconciliation of the cheques in preparation of banking and collection by G4 Security Services.
4. Input the receipts, direct debits, standing orders on to finance computer system. The reconciliation of petty cash & cheque entries to the daybook and reconciliation of the Bank Statements on finance computer system.
5. Preparation of the event floats, reconciliation of the petty cash expenditure and maintenance of the petty cash balances.
6. Validate the Gift Aid income tax recovery documentation on ThankQ
7. Recording, preparation of travel expense claims, ensuring that the monthly schedule is submitted to the payroll provider for reimbursement.
8. Reconciliation of supplier statements, dealing with supplier queries including issuing statements
9. Ensure that all financial records are kept in a good order.
10. Working in ad-hoc projects.

## **ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice, you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

**EQUAL OPPORTUNITIES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

### **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26-week period you should work no more than 1248 hours.

*Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.*

*The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.*

*In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.*

## **PERSON SPECIFICATION**

**JOB TITLE**

E = ESSENTIAL	D = DESIRABLE
<b>Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning</b>	
<p><b>Supportive</b> - The ability to listen to and value peoples' experience and use them to give the personal support that is right for everyone.</p> <p><b>Compassionate</b> - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people's choices and decisions, helping them to feel safe, secure and valued.</p> <p><b>Inclusive and Respectful</b> - The ability to be open and transparent and value each person's individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.</p> <p><b>Professional</b> - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.</p> <p><b>Always Learning</b> - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever-changing world around us.</p>	<b>E</b>
<b>Qualifications &amp; Training</b>	
<input type="checkbox"/> Able to demonstrate education to good academic standard including NVQ Level 4/Association of Accounting Technicians (AAT) Technician Level or equivalent experience.	<b>E</b>
<input type="checkbox"/> Have completed a University Accounting/Finance or related University degree at 2.2 honours or above	<b>D</b>
<b>Skills/Abilities/Knowledge</b>	
<input type="checkbox"/> Strong interpersonal skills with ability to communicate effectively with all Hospice staff	<b>E</b>
<input type="checkbox"/> Able to maintain professional standards, implement policies and to work to set standards and procedures	<b>E</b>
<input type="checkbox"/> Good organisational/time management skills	<b>E</b>
<input type="checkbox"/> Able to prioritise and plan own workload and uses own initiative	<b>E</b>
<b>Experience</b>	
<input type="checkbox"/> Worked in a financial environment previously	<b>D</b>
<input type="checkbox"/> Good working knowledge of Microsoft Office software including Excel	<b>D</b>
<b>Other Requirements</b>	
<input type="checkbox"/> Ability to maintain and understand the importance of confidentiality	<b>E</b>
<input type="checkbox"/> Willingness to take on new responsibilities and respond positively to change	<b>E</b>
<input type="checkbox"/> Tact, diplomacy and a sense of humour	<b>D</b>
<input type="checkbox"/> Ability to work flexibly and change working hours to meet department needs	<b>D</b>
<input type="checkbox"/> Have own transport and current driving licence	<b>D</b>