

## THE BUTTERFLY HOSPICE TRUST

### FINANCE ADMINISTRATOR JOB DESCRIPTION



The Butterfly Hospice is dedicated to improving the quality of life for local people and their families facing a life limiting illness by providing choice, palliative care and support in a hospice setting. We aim to enrich people's quality of life by relieving symptoms such as pain, breathlessness and other distressing problems through the skills of our experienced and caring teams. Our shops, fundraising initiatives and volunteers support us to care for people with life limiting illness.

**POST:** Finance Administrator: Member of the Senior Leadership Team

**HOURS OF WORK:** Monday to Friday – 37.5 hours per week

**SALARY:** £20,000 per annum.

**RESPONSIBLE TO:** Chief Executive Officer

**RESPONSIBLE FOR:** Responsibility for the operation of the Charity's finance function.

**PURPOSE OF JOB:** To ensure appropriate financial management and planning to enable the organisation to run efficiently and sustainably, continuously improve its services and maintain its reputation; in accordance with its constitution, good bookkeeping practice and in compliance with the legal requirements upon charities.

#### Planning and Reporting

- Develop budgets, forecasts and financial plans in collaboration with the CEO.
- Prepare regular management accounts showing income and expenditure against budget, monitor reserves and monitor compliance with restrictions on the use of funds.
- Arrange for the production and examination or audit of the end of year accounts in accordance with legal requirements in collaboration with the CEO and Trustees as the work requires.
- Ensure that timely and accurate documents are submitted to the Charity Commission and Companies House.
- Be the primary liaison point with the external accountants and auditors.

#### Financial Procedures

- Ensure that the organisation follows written policies on financial procedures and controls to ensure efficient use of resources and integrity of accounting records.
- Ensure that financial procedures are reviewed, updated and improved as appropriate, in line with the changing needs of the organisation.
- Explain financial procedures to staff, arrange training for colleagues as required and ensure that good practice is embedded in the organisation.

- Ensure financial procedures are compliant with GDPR regulations.

### **Bookkeeping and Finance Management**

- Take full charge of day to day bookkeeping and reporting duties to include sales ledger invoicing, credit control, purchase ledger processing & payments.
- Management of the charity's on-line donations portals e.g. Paypal, Ebay etc
- Prepare and post journals as required.
- Monthly payroll data compilation for external payroll processing.
- Ensure that recording of income and expenditure, bank reconciliation, payment of invoices and reclamation of Gift Aid are administered accurately and in a timely manner.
- Ensure that effective financial records are maintained in the accounting system. Maintain well-organised paper records where required.
- Produce VAT returns

### **General Administration**

To contribute to the smooth running of the Finance and Facilities Office:

- Responsibility to manage communication through the charity's 'Accounts' email. Responsibility for the initial management of the 'Enquiries' email, distributing to the relevant charity department.
- To update the charity website as/when required
- Undertake general office management tasks

This job description does not provide an exhaustive list of tasks and activities as all posts within the organisation are subject to evolution as the organisation develops and grows.

### **Organisational Responsibilities**

- Ensure legislative and regulatory requirements relevant to the post holder's responsibilities are met
- Carry out administrative duties in connection with the post
- Provide statistical information in relation to monitoring requirements, particularly in relation to CQC registration and contractual requirements.
- Contribute to the overall achievement of the Butterfly Hospice Trust and its objectives.
- Provide a supportive working environment to all staff and volunteers.
- Attend regular supervision, staff and team meetings as required.
- To develop and contribute to reports as relevant to the post holder's responsibilities.
- Undertake any other reasonable duties within the post holder's skills and capabilities.
- Carry out duties in accordance with the organisation policies and procedures, including Health and Safety, Confidentiality, Equal Opportunities etc.

**Promotion of a Supportive Working Environment**

A supportive working environment can be defined as an environment where contribution is recognised, encouraged and rewarded. Staff and volunteers alike can expect to be encouraged to develop personally and professionally and to acquire new skills at a pace that is suitable to them. All staff and volunteers must promote this environment as part of their roles and responsibilities.

**Training and Development**

Training and development of staff and volunteers is a key expectation of all staff employed by the organisation. They will demonstrate their commitment to staff and/or volunteer development by assessing skills, planning development activities, discussing outcomes and evaluating effectiveness. They will be expected to motivate, encourage, coach and support staff and/or volunteers towards the outcomes agreed.

## PERSON SPECIFICATION

The successful applicant must be able to demonstrate empathy for our patients, carers and families and be committed to the promotion of the hospice ethos. All posts within the organisation are subject to change as the organisation grows and develops. Staff must be able to adapt to change and, therefore, flexibility is a key attribute required of all employees.

	Essential or Desirable	Assessed by:		
		Application Form	Interview	Reference
<b>Knowledge &amp; Experience</b>				
Proven experience in Finance and Administration services.	E	X	X	
Previous experience in similar roles may be considered.	E	X		X
Experience of working within Charity sector/Hospice care / palliative/health care environment	D	X		
Strong, accurate numeracy skills, with experience of recording, analysing and monitoring data and statistics.	E	X	X	
Experience of maintaining and monitoring budgets	E	X	X	
Significant IT/Web experience	E	X	X	
Experience of a role in a public sector or charity establishment	D	X	X	
<b>Skills, Abilities and Attitudes</b>				
Qualified to AAT Level 2	D	X		X
Work requires professional written and verbal communication and interpersonal skills with proficiency in Microsoft Office.	E	X	X	
Ability to manage effective monitoring and evaluation processes.	E	X		
Able to work on own initiative and manage and prioritise own work load.	E			X
To participate in and contribute to staff meetings.	E	X	X	
Able to work within a team to deliver work within tight time frames and simultaneously manage competing priorities.	E	X		X
Able to use databases and produce concise reports, accurate data to support performance and business papers.	E	X		X
<b>Other</b>				
Car Driver with access to transport and able to drive within Lincolnshire	E		X	