



St Wilfrid's Hospice

CHICHESTER

Registered Charity No. 281963

Job Description

Finance Assistant

St Wilfrid's Hospice is a 15 bedded independent hospice governed by a voluntary Board of Trustees and managed by a Management Team consisting of the Chief Executive; Medical Director; Head of IT & Support Service, Head of Finance; Lead Nurse Inpatient and Lead Nurse Community. The Hospice provides specialist palliative care services to local people. There is a team of ward nurses, consultant and junior medical staff and Clinical Nurse Specialists, education led by a senior nurse tutor, Patient and Family Care Specialists, chaplaincy and bereavement service, physiotherapy, occupational therapy and complementary therapies and a large team of volunteers. A Day Hospice is open three days a week. The work of the Hospice extends into local NHS hospitals. Over 89% of the hospice costs are funded by voluntary donations.

Responsible to: Accountant
Accountable to: Head of Finance
Hours of Work: 15-20 per week

Liaises with: Internally: All departments; Hospice Shops; volunteers
Externally: Customer and Suppliers accounts staff;
Donors; Hospice Support Groups

Job Summary

To process income and expenditure in accordance with internal Finance processes and procedures, in collaboration with other members of the Finance Department for St Wilfrid's Hospice charity and its subsidiary trading company

Responsibilities:

Income

1. To undertake accurate data input of all income streams received by the charity and subsidiary company into the computerised accounts package using information extracted from the computerised fundraising database
2. To undertake accurate data input of income from Hospice Shops into the computerised accounts package.
3. To enter all income received via direct credit onto the computerised fundraising database and computerised accounts package
4. To administer aspects of Gift Aid in accordance with statutory gift aid procedures to include covenant and regular giving income, sponsored events and general donations in conjunction with the Fundraising department.
5. Maintain manual and computerised records pertaining to Gift Aid declarations
6. Periodic audit of Gift Aid declarations including investigation of any discrepancies and identifying corrective action required.

7. To process new and existing standing order donations ensuring accurate data input to the fundraising database
8. To prepare monthly report for data entry of standing order income and investigation of discrepancies in conjunction with the Fundraising department.
9. To assist the Accountant with periodic reconciliation of the fundraising and accounts databases
10. To act as the point of contact for Hospice Support Groups on financial matters
11. To maintain stocks of paying in books
12. To undertake banking of large value cheques as required

Accounts

1. To process purchase ledger transactions to ensure timely input of all invoices, credit notes and other requests and claims for payment.
2. To ensure up to date and accurate filing of all purchase ledger information and to assist with queries from suppliers and budget holders.
3. To generate sales ledger invoices as required
4. To periodically review outstanding customer accounts and issue reminders as appropriate
5. To enter Hospice petty cash transactions
6. To provide general support to the Finance department and assist in Finance related queries as directed
7. To prepare accounts filing for end of year audit and archiving

Other

1. Attend the annual in-house training day including mandatory updates on health and safety, fire safety and back care, and other mandatory training as required.
2. Work within agreed Hospice policies, procedures and guidelines.
3. Attend updates and courses in order to maintain own knowledge and skills.
4. Work as an integral part of the Finance Team, being sensitive to the needs of the whole team and supportive of other team members.

Working with volunteers:

Volunteers are a vital resource to St Wilfrid's and it is the responsibility of all staff to treat them with respect and to value their contribution appropriately. If a volunteer is assigned to assist you at any time you will retain responsibility for these requirements of the job in terms of accuracy, efficiency and standards of completion. You should also ensure good communication and be aware of your responsibility towards the volunteer in terms of Health & Safety.

This job description is an outline of the duties of the post and is not meant to be a detailed summary. Other duties may be required according to the needs of the Hospice. The job description may be subject to agreed amendment in the light of experience and the need for change.

Annual Appraisal

All members of hospice staff receive an annual appraisal by their line manager. The purpose of the annual appraisal is to understand how well the job has been working in the previous year, assess progress towards the targets made at the previous annual appraisal and to set targets.

Conditions of Service

The employing authority is St. Wilfrid's Hospice (South Coast) Ltd. Terms and conditions of service are set by the Board of Directors of St. Wilfrid's Hospice (South Coast) Ltd.

Rehabilitation of Offenders Act 1974

This post is subject to an exemption order under the provision of Section 4 (2) of the above Act. We will apply to the Criminal Records Bureau for an Enhanced Disclosure for the successful candidate. Information on the disclosure process is available at www.disclosure.gov.uk or by phoning the CRB on 0870 9090811.

No Smoking Policy

St. Wilfrid's Hospice operates a No Smoking Policy.

Confidentiality

Hospice staff will become aware of information related to patients which must be treated confidentially. All staff are expected to read and adhere to the Patient Confidentiality Policy.

Equal Opportunities

St. Wilfrid's Hospice is an equal opportunities employer.

J Scutt

April 2008