



st michael's hospice

## **JOB DESCRIPTION**

- Job title:** Joint Finance and IT Director
- Job Location:** St Michael's Hospice (SMH) and St Wilfrid's Hospice (SWH)
- Responsible to:** Chief Executive Officers (SMH and SWH)
- Responsible for:** Finance (including Payroll) and Information Technology (IT)

### **MAIN PURPOSE OF THE ROLE**

To explore, develop and implement strategic finance and IT initiatives that help to align these functions between St Michael's and St Wilfrid's Hospices to achieve improved efficiencies, effective operations and best value for money.

Professional leadership of and accountable for the finance and IT functions but with day to day operations delegated to identified finance and IT leads in each organisation.

Provide intelligent, informed and credible expert financial advice at Board level with an increasingly commercial reporting bias.

### **PRINCIPAL RESPONSIBILITIES**

- 1.1 Strategic
  - 1.1.1 As a member of the leadership teams of both Hospices, contribute to and implement the organisations' strategies and, by working collaboratively and effectively, support the achievement of the Hospices' strategic objectives and business plans.
  - 1.1.2 Support and lead organisational reform to meet current and future aims by being an effective agent of change.
  - 1.1.3 Be accountable for the management, development, quality assurance and cost effectiveness of all departments within areas of responsibility.
  - 1.1.4 Promote effective integration across all services and contribute proactively to organisation-wide, dynamic team engagement.
  - 1.1.5 Ensure business requirements are met, e.g. commissioned activity, performance management, business planning etc.
  - 1.1.6 Lead both organisations' financial and budget setting processes, balancing the need to invest in resources whilst ensuring long-term sustainability.

- 1.1.7 Provide effective input to the development of local strategies to fundamentally revise the configuration and delivery of services in response to future funding pressure, the quality agenda and strategic intent of both hospices.
- 1.1.8 Lead or contribute to negotiations as appropriate with the Integrated Care System, NHS and other third party contracts.
- 1.1.9 Develop productive relationships with commissioners in order to influence positive financial outcomes for both hospices and to reach a more sustainable funding future.
- 1.1.10 Explore and promote opportunities to deepen finance and other collaboration between both organisations and, if applicable, with other Sussex hospices.
- 1.1.11 Develop and establish positive relationships with other hospices and network effectively with other aligned organisations.

## 1.2 Finance

- 1.2.1 Principal financial advisor to the Board, CEO and Leadership Team of both hospices, ensuring clear understanding of financial risks and opportunities and leading a dynamic and flexible use of financial resources to meet both hospices' strategic objectives.
- 1.2.2 Develop a longer term (3-5 year) financial strategy and forecast for each hospice.
- 1.2.3 Work with the CEOs in annual business planning and with senior managers in the design and delivery of cost-effective services that meet commissioning expectations.
- 1.2.4 Prepare/review annual budgets, quarterly financial forecasts and year end information for annual audits. Oversee the annual audit process and the preparation of the statutory report and accounts.
- 1.2.5 Responsible for financial management and oversight of capital projects.
- 1.2.6 Monitor bank balances and make investment recommendations to the CEOs, relevant governance, and other associated, committees.
- 1.2.7 Develop, implement, monitor and review the Hospices' procurement strategies and associated policies and procedures to ensure optimal value for money, sound financial controls and best practice. Lead any tendering processes.
- 1.2.8 Monitor the restricted reserves, the performance of investments and the relationship with the Investment Managers of both hospices.

## 1.3 Governance

- 1.3.1 Provide effective, respected contributions to Board level discussions, supporting the Board to discharge its strategic and corporate financial leadership responsibilities effectively.
- 1.3.2 Ensure the Charities SORP standards are met and provide up to date advice on charity and company law, Charity Commission Operating Guidance and other regulations affecting the sector. Ensure compliance with changing charity and company legislation and provide sound professional advice to the CEOs and Boards in this regard.
- 1.3.3 Ensure that the Hospices meet all relevant statutory requirements and industry standards in relation to finance and IT.
- 1.3.4 Monitor the performance of the auditors
- 1.3.5 Attend and participate in Board meetings and audit, finance, investment and income generation committees; produce reports, and contribute to agenda items.
- 1.3.6 Liaise with the Treasurer of each hospice to assure the Board of sound financial management.

## 1.4 Information Technology

- 1.4.1 Provide effective leadership and support for the corporate IT functions for each hospice, ensuring investment and service delivery are aligned with strategic intent.
- 1.4.2 Develop, implement, monitor and review the IT and digitisation strategies to ensure delivery of effective IT systems to the hospices and the timely digitisation of key business processes.
- 1.4.3 Negotiate, manage, monitor and review IT support contracts with external contractors. Ensure that this is reviewed, and where appropriate retendered, every three years or earlier if concerns arise.
- 1.4.4 Lead the process to migrate to a new finance system that is consistent across both hospices.
- 1.4.5 Manage the IT Lead (SWH) and any other employees or third parties engaged in the IT process.
- 1.4.6 Manage the third party IT services and support partner, and work effectively with the Head of Digital Transformation and Communications to ensure a robust IT infrastructure (SMH).

## 1.5 Management

- 1.5.1 Lead the preparation of annual operational plans and budgets for all areas of responsibility to support the delivery of strategic objectives.
- 1.5.2 Provide a visible, accessible and authoritative presence, establishing innovative and professional leadership of the Finance and IT operations in both hospices, which inspires, motivates and empowers.
- 1.5.3 Provide regular 1:1s and performance reviews for direct line reports, ensuring they are supported and empowered to manage day-to-day operations effectively.
- 1.5.4 Maintain own personal and professional development in accordance with professional and national guidelines, setting own developmental objectives under supervision through the appraisal system.
- 1.5.5 Promote inter-professional communication and collaborative working in all teams within areas of responsibility.
- 1.5.6 Participate in on-call duty rotas providing advice and support to other staff.

## 2.0 **ADDITIONAL RESPONSIBILITIES**

- 2.1 Carry out duties with full regard to the Hospices' policies.
- 2.2 Act as a responsible individual in relation to Health and Safety and be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, staff and volunteers.
- 2.3 Ensure that all duties are carried out to the highest standard, and in accordance with current quality initiatives within the work area.
- 2.4 Carry out any other duties, within an appropriate level of responsibilities as required.
- 2.5 Undertake flexible hours as and when the need arises.
- 2.6 Ensure confidentiality at all times.
- 2.7 Be an ambassador for the Hospices, supporting and participating in fundraising activities, wherever possible.
- 2.8 Ensure that the disclosure and use of confidential staff information is both lawful and ethical, and to recognise own responsibility for compliance with relevant legislation.
- 2.9 Promote, at all levels, the Hospices' visions, values and strategic objectives.
- 2.10 Hold DBS and Occupational Health clearances appropriate to the role.

Note: these are obtained and checked as part of the recruitment process and reviewed in line with company policy or if a change in circumstances is declared or comes to light.

This job description is not intended to be exhaustive and may be reviewed at any time to meet the needs of the business.

## PERSON SPECIFICATION

<b>Post Title:</b>	Joint Director of Finance and IT	
<b>Department:</b>	St Michael's and St Wilfrid's Hospices	
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Education/ Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• A recognised accounting qualification (ACA; CIMA; ACCA; CIPFA)</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Masters Degree or working towards it or equivalent professional qualification</li> <li>• Management qualification</li> </ul>
Work background and experience	<ul style="list-style-type: none"> <li>• Board level experience</li> <li>• Significant experience of working at senior level</li> <li>• Significant experience of finance functions at a senior level, including financial planning and budgeting, final accounts, investment appraisal, costing, pricing and value for money</li> <li>• Preparing statutory accounts for an organisation of comparable scale and complexity for external audit</li> <li>• Short and longer term business and financial planning in a complex environment.</li> <li>• Leading and managing a team</li> <li>• Setting and managing substantial budgets</li> <li>• Leading IT change processes</li> <li>• Negotiating contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Leading multiple departments</li> <li>• Understanding/experience of the hospice sector</li> <li>• Knowledge of accounting software packages</li> <li>• Tendering</li> </ul>
Skills/Ability/ Knowledge	<ul style="list-style-type: none"> <li>• Sound understanding of financial regulations</li> <li>• Strategic thinker, with the ability to identify critical issues and formulate and deliver plans in response</li> <li>• Ability to build positive relationships including with senior non-finance staff</li> <li>• Ability to communicate financial information and concepts in a clear and accessible manner, both in writing and verbally.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the national policy context in relation to palliative care and end of life care</li> </ul>

	<ul style="list-style-type: none"> <li>• Sound understanding of business operations within the charity sector</li> <li>• Good understanding of information governance</li> <li>• Ability to lead and inspire others</li> <li>• Competent in analysing and interpreting financial information and presenting this in a clear and concise manner</li> <li>• Excellent analytical skills and sound judgement</li> <li>• Business acumen</li> <li>• Politically astute</li> <li>• Ability to identify and control risks</li> <li>• Strong organisational skills</li> <li>• Project management</li> <li>• Ability to effectively manage multiple priorities</li> <li>• Presentation skills</li> <li>• High level of IT literacy</li> </ul>	
<p>Personal Qualities and other requirements</p>	<ul style="list-style-type: none"> <li>• High degree of integrity</li> <li>• Empowering and enabling</li> <li>• Emotionally resilient and intelligent</li> <li>• Diplomatic and persuasive</li> <li>• Empathetic and sensitive to others</li> </ul>	