



Job Summary

The post holder will be expected to play a full part in all of the main duties of the Finance Department and assist in the wider corporate services functions. Key responsibilities include leading on the processing of payroll and assisting with receipts, supplier invoices and expenses claims and complying with and ensuring financial procedures are followed and adhered to.

Main duties and responsibilities

Income

Working in conjunction with the Accounts Administrator to:

1. Receipt, bank and record income received and update computer records.
2. Produce summaries for direct deposit income and to update computer records.
3. Raise sales invoices, run monthly aged debtor reports and maintain credit control.
4. Upload weekly sales files for the Hospice shops and agree carry-over bank account.
5. Analyse and post income received from card terminals.

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6. Reconcile and post monthly Paypal transactions, arranging transfers as required.

Expenditure

Working in conjunction with the Accounts Administrator to:

1. Administer and process nominal payments.
2. Maintain an imprest petty cash system.
3. Prepare employee expenses and process payments.
4. Verify new supplier details and open an account on computer records.
5. Prepare and process purchase invoices.
6. Identify prepayments, accruals and capital transactions.
7. Make payments to suppliers.
8. Reconcile suppliers' statements to purchase ledger.

Payroll

1. Administer the payroll system and keep up to date with legislative procedures.



Finance Officer

2. Work alongside managers across the Hospice to ensure information is provided in a timely manner and be the first point of contact for any payroll/ pension related questions.
3. Arrange for the payment of PAYE and other payroll creditors as necessary.
4. Ensure monthly back-ups are in place and stored securely.
5. Prepare and post nominal journals relating to payroll.
6. Be responsible for payroll year end procedures and ensure timely reporting to external agencies (i.e. HMRC, NHSPA, Pension & DIS provider etc).

Analysis

1. Assist with monthly reporting to include departmental breakdown of costings by employee.
2. Assist with staff cost budgeting and forecasting.
3. Assist with the development of regular payroll analysis.

General

Working in conjunction with the Accounts Administrator to:

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1. View and action incoming mail via the department's email inbox daily and sort the post.
2. Organise the archiving of the department records.
3. Provide assistance to the financial auditors as required.
4. Complete internal year end reporting and assist the Accounts Manager with audit reporting.
5. Assist managers and budget holders with financial enquiries.
6. Assist the Head of Finance and Finance Manager as required.
7. Take responsibility, in conjunction with other finance staff, for security of the Finance Office.

Other

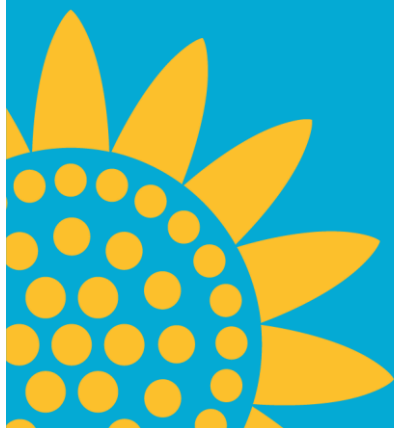
1. Attend all mandatory training or courses.
2. Attend any training or development required by the Hospice.
3. Read, understand and follow all Hospice policies and procedures.



Finance Officer

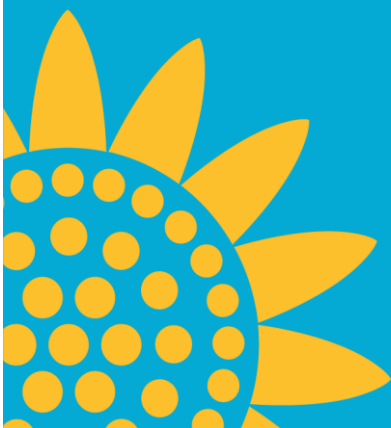
4. Participate in the Annual Performance Review.
5. Positively promote, support and represent the Hospice especially within the community, and to maintain the philosophy, ethos and ambience.
6. Live and work in line with the Hospice's vision, mission and values.
7. Be aware of personal responsibilities and discharge these as defined by the Health & Safety at Work Act 1974.
8. Comply with and promote the Hospice's Equality, Diversity, Inclusion & Harassment policy.
9. Maintain strict confidentiality in all matters relating to the Hospice, its business, patients, staff and ethos.
10. Undertake any other tasks, duties or responsibilities as requested by your Line Manager or other Senior Manager, including the Board of Trustees and Chief Executive.

This Job Profile is an outline of responsibilities and will be subject to review with the postholder in light of the changing needs of the post and Hospice.





Finance Officer



Person Specification

Requirement	Essential	Desirable
Qualifications	Good general education	AAT (Fully/Part Qualified) or equivalent
Experience & Skills	- Purchase ledger, including processing purchase invoices, paying suppliers & reconciliation of suppliers' statements - Managing an 'Imprest' petty cash system - Double-entry book keeping - Excellent organisational skills - Ability to work under pressure - Attention to detail/accuracy - Able to manage and prioritise workload to meet tight deadlines	- Experience of banking & receipting incoming cash & cheques - Processing travel & subsistence claims - Maintaining & processing a computerised payroll system
Communication	- Proven interpersonal skills - Ability to be sensitive and empathetic - Effective team player - Ability to communicate at all levels within the Hospice	
Personal	- Integrity, discretion and be able to respect confidentially - Courteous and respectful of others - Enthusiasm - Confident - Be proactive and able to use initiative	
IT	Competent user of Microsoft Word & Excel with good keyboard skills	- Sage 200 Accounting Software - Sage Payroll Software - Microsoft Business Central Software
Other Requirements	Be prepared to assist with Hospice fundraising activities	

You must be able to demonstrate how you meet the essential or desirable requirements in your application form, supporting statement, documentation or evidence, interview presentation or during interview

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