



St Ann's Hospice

every day makes a difference

Working for St Ann's

We're proud to care
We're proud to work together
We're proud to make a difference



At St Ann's, there's one thing that motivates us, and that's providing excellent care and support to those living with or affected by life-limiting illnesses.

We're continuously developing our plans for delivering world-class, innovative care and to ensure St Ann's is in the best shape possible for future generations.

You'll be challenged, inspired and empowered to help us achieve our purpose and to play your part in making a difference.

All of our team members will role model our core values...

People matter

People are at the centre of everything we do. We treat each other, and ourselves, with kindness and compassion. We value and celebrate diversity; recognising everyone as an individual.



Brave and bold

We want to grow for the future, not settle. We're not afraid to do things differently, get creative, challenge ourselves and the status quo. We're ambitious in our aims, accountable for our actions and learn from our experiences and successes.



Lead and learn

We're experts in what we do, and we don't stop there. We're always learning; informing and shaping the sectors we're in through education, training and research. We lead by example; sharing best practice, advancing in our fields and pioneering new approaches.



Together we are stronger

Together, we're stronger and have a bigger impact than we could have alone. As a charity, we work in collaboration with supporters, partners and the communities around us. We think beyond traditional boundaries to make sure we're here for our communities for years to come.



Job Role Profile

Title

Finance Assistant

Salary

Hospice Band 3, Competency Framework

£22,893-£24,397 per annum, pro rata

Location

Heald Green, occasional cross site at Little Hulton

Responsible to

Finance Manager

Core Purpose

To work within the finance department accurately banking and recording income received.

Job summary

To work as an effective team member within the Finance Department, accurately recording and banking donations received at Heald Green and entering details onto the donor database.

Ensuring the timely recording and reconciling of donations received electronically and recording onto the donor database.

Take shared responsibility for petty cash, banking of miscellaneous income.

Providing cover when needed for finance colleagues at Little Hulton and Heald Green.

Maintaining confidentiality and data protection regarding all personal information and hospice activity, operating within current legislation.

To assist with the opening and recording of post received at the Hospice.

Photocopying and filing, including computerized scanning of finance documents.

To perform any other duties reasonably assigned by your manager.

[Team org chart]

Head of Finance

Finance Manager

Finance
Assistant x3
HG

Finance
Assistant x1
LH

Responsibilities

The Finance Assistant will

- ✓ Be responsible for the receipt, counting, banking and recording of all monies received into the hospice in line with Hospice policy.
- ✓ After training be fully conversant with the rules surrounding data protection, gift aid, direct debits and VAT and ensure they are adhered to at all times. Reporting any contravention to the Finance Manager.
- ✓ Take Shared responsibility for petty cash, banking of miscellaneous income, and other general office duties.
- ✓ Downloading, reconciling and recording of all income received electronically.
- ✓ Provide cover when needed for finance colleagues at Little Hulton and Heald Green.

Requirements

The Finance Assistant will

- ✓ Have a good level of general education including English and Maths.
- ✓ Be committed to developing your IT and digital skills.

The Finance Assistant will be able to

- ✓ Demonstrate experience of working within an office or financial environment.
- ✓ Demonstrate experience of Microsoft packages.
- ✓ Effectively manage their time and workload.
- ✓ Demonstrate experience of working as a member of a team.

It would be desirable if the Finance Assistant was able to

- ✓ Demonstrate experience of databases (Raisers Edge) and accounting packages
- ✓ Demonstrate cash handling or banking experience.
- ✓ Experience of working within a Charity or Not for Profit sector.

Terms and conditions for the Finance Assistant

Contract	12 Months Fixed Term Contract
Work Pattern	20 – 25 hours over 3 – 5 days per week.
Location	Heald Green – possible Little Hulton cover
Free Parking	Free parking at our Heald Green, Little Hulton and Neil Cliffe Centre hospice sites.
Holiday	35 days, increasing to 37 days after 5 years' service and 41 days after 10 years' service (pro rata, inclusive of bank holidays). In addition staff are able to buy up to 1 weeks' holiday per year via salary sacrifice, pro rata.
Pension	Contributory Stakeholder pension in which we match up to 7% of your gross salary. Or the ability to continue with a previously held NHS pension (subject to making contribution's into the scheme in the previous 12 months).
Life Cover	All staff in the Scottish Widows Pension scheme (with the exception of bank staff) are provided with life cover of three times their basic salary in the event of their death whilst employed by St Ann's Hospice.
Health Cash Plan	We offer access to an employee paid health cash plan. That allows employees to spread the cost of health expenses including dental, optical, physiotherapy and more.
Employee Assistance Programme	Employees can access telephone and online counselling 24 hours a day. Face to face counselling is also available and support on issues including debt, employment law, benefits and housing.
Probation	Six months.
Notice	4 weeks



St Ann's Hospice, St Ann's Road North, Heald Green, Cheadle, Cheshire SK8 3SZ

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