

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 Management Accountant

Salary Hospice Band 6
£37,127 - £42,618
Competency Based
Framework

Location Heald Green , on
occasional Little Hulton
(with some remote
working)

Responsible to Finance Manager

Core Purpose

To produce monthly management accounts for
St. Ann's Hospice and St Ann's Hospice
Trading Co Ltd

Head of Finance

Finance Manager

Management
Accountant

Job summary

The post holder will be a qualified accountant or have extensive experience which supports this level of knowledge

Working within the Finance Department they will have responsibility for producing monthly management accounts for St Ann's Hospice and St Ann's Hospice Trading Company Limited.

They will investigate budget variances and report to Finance Manager.

They will provide analysis and costings to support departmental managers.

They will support the day to day running of the purchase ledgers, providing cover when needed and being responsible for reconciling prior to payment and producing suggested payment reports.

They will produce the quarterly VAT Return for St Ann's Hospice Trading Company Limited and assist with Hospice annual vat reclaim.

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

Responsibilities

- ✓ The Management Accountant will -
- ✓ Be responsible for the production of St Ann's Hospice and St Ann's Hospice Trading Company Limited monthly management accounts to meet reporting deadlines. Including,
 - Bank reconciliations
 - Prepayments / Accruals
 - Deferred / accrued income
 - Restricted income & expenditure
- ✓ Provide analysis reports, costing reports and investigate budget to variances as required, highlight variances to Finance Manager.
- ✓ To respond to queries from Department Managers.
- ✓ Maintain records and reconciliation to produce the Trading Company VAT Return on a quarterly basis and assist with the Hospice annual reclaim.
- ✓ Contribute to department policy development
- ✓ Provide support to ensure purchase ledger invoices are processed in accordance to policy, completing monthly reconciliation's and producing a suggested monthly payments report.
- ✓ Assist with the production of year end Statutory Accounts for both Hospice and Trading Company.
- ✓ Assist with the annual budget setting process for both Hospice and Trading Company
- ✓ Check gift aid claims ready for submission.
- ✓ Ensure that confidentiality is maintained at all times.
- ✓ Assist the Finance Manager with the submitting of information to auditors and tax advisors and responding to their queries.
- ✓ Assist the Finance Manager with the monitoring of working capital for both the Hospice and Trading company on a monthly basis.

Requirements

- ✓ The Management Accountant will –
- ✓ Be a qualified member of an accountancy body, a holder of an equivalent qualification or have extensive experience which supports this level of knowledge.
- ✓ Has extensive experience in the production of both management accounts and statutory accounts.
- ✓ Have experience in the preparation of VAT Returns.
- ✓ Strong IT skills, be proficient in Word and Excel.
- ✓ Demonstrates excellent communication skills both written and verbally.
- ✓ Attend appropriate courses to ensure continue professional development.
- The Management Accountant will be able to –
- ✓ Work independently to achieve deadlines, prioritize responsibilities and be self motivating.
- ✓ Demonstrate extensive experience in the production of management accounts and statutory accounts.
- ✓ Analyse and evaluate management information.
- ✓ Demonstrate excellent communication skills both written and verbally.
- ✓ Travel independently to other hospice sites.
- ✓ Demonstrate the hospice values.

Terms and conditions for Management Accountant

Contract

Permanent

Work Pattern

37.5 hours over 5 days of the 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 contributions 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

8 Weeks



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

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