

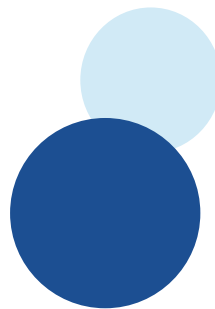
Financial Controller Recruitment Pack

WINTER 2023



CONTENTS

Overview	3
Our Organisation.....	4
Job Description	5
Main Duties & Responsibilities	6
Person Specification.....	8
Salary & Benefits	9
Next steps -how to apply	10



LETTER FROM THE EXECUTIVE TRUSTEE



DEAR APPLICANT,

Thank you for your interest in the role of Financial Controller. This Candidate Information Pack will tell you all about Zoe's Place, the job and the kind of person we are looking for.

Over the past 18 years, it's been my privilege to serve in several voluntary roles at Zoe's Place, most recently as the Executive Trustee. Throughout my time, the dedication of our staff and the quality of care they provide for the babies, infants and young children and their families has never ceased to amaze me.

Our very first baby hospice was opened in Liverpool in 1995 with our hospice in Middlesborough opening in 2004 and our third opening in Coventry in 2011. Our vision is to ensure every baby and young child, living in our region has access to specialist short break support, palliative and end-of-life care. All estimates are that the numbers of those requiring our care will keep rising in the years ahead, so the need for Zoe's Place's support will be greater than ever in the future.

We are in the process of a large project to re-home our Liverpool Hospice and are eager to create and provide a site that is fit for purpose for years to come.

The Financial Controller role is an integral part of the senior management team at Zoe's place, providing operational leadership and management, whilst developing the finance aspects of the Charity.

If you believe that Zoe's Place is an organisation you would love to work for, our cause one you want to champion, and if the position fits your skills, values and experience, then we would love to hear from you. Details of how to apply are at the end of this information pack.

If you would like more information about this role, you can contact Suzie Leveson or Sarah Divina of Action Planning, who are managing the recruitment for us at Suzie.Leveson@actionplanning.co.uk or sarah.divina@actionplanning.co.uk

Thank you for your interest in this role.

Kind Regards,

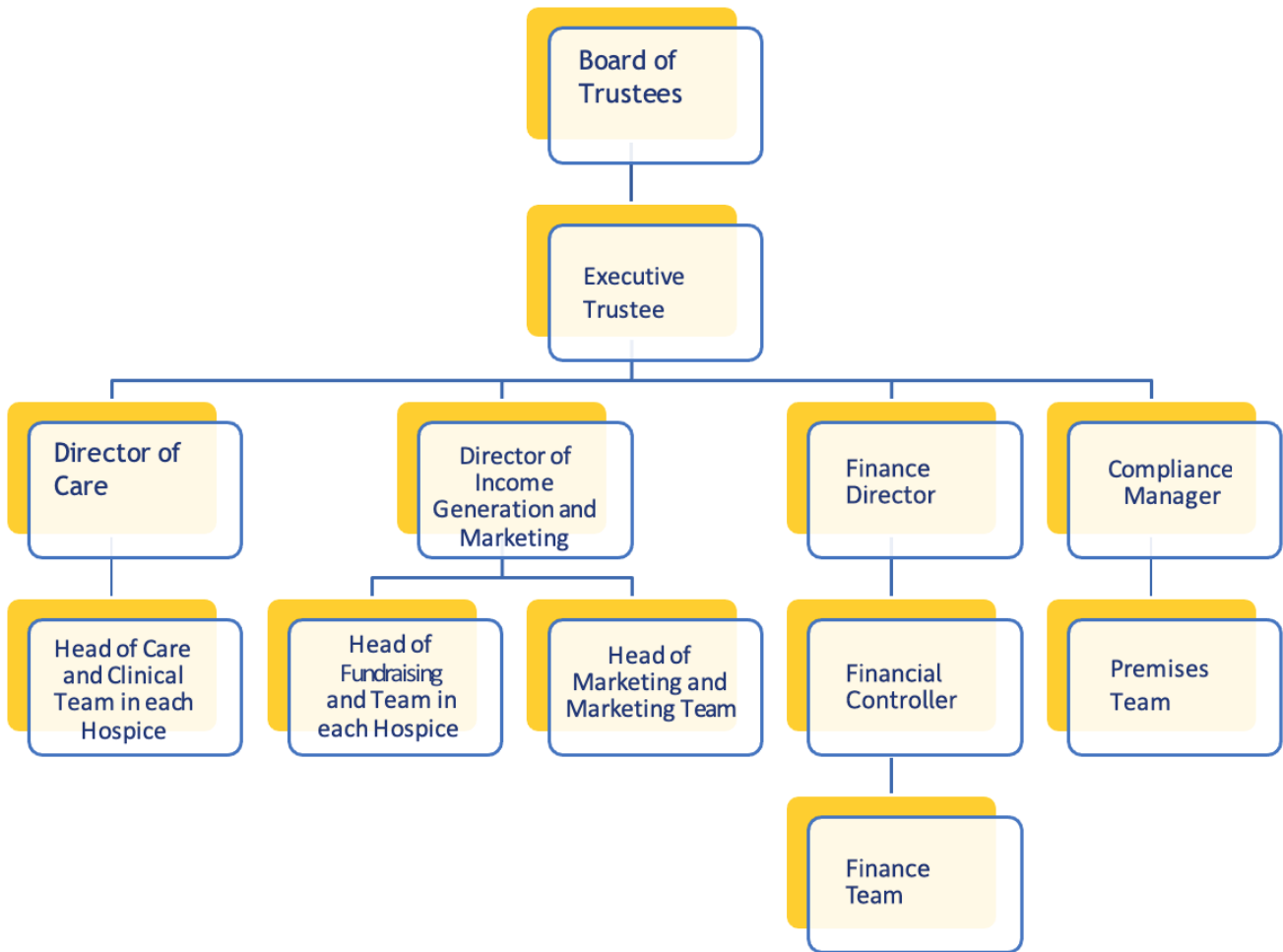
Joan Stainsby
Executive Trustee



ORGANISATIONAL CHART



ZOE'S PLACE SENIOR TEAM



JOB DESCRIPTION



Job Title:	Financial Controller
Salary range:	£45,000 - £50,000
Hours:	Full time – 35 hours per week
Located at:	Head Office, 15 Dormer Place, Leamington Spa, CV32 5AA
Responsible to:	Finance Director
Responsible for:	Overseeing financial aspects of the business and offering insight to guide important decision making. Managing Head Office Finance staff.

ABOUT ZOE'S PLACE

We provide palliative, respite and end of life care to children aged 0 – 5 years old with life limiting or life-threatening illnesses, with our team of specialist nurses offering 24-7 care and support. We have created a safe, caring and fun place, where parents know that their child will receive the best care possible - a home away from home. Zoe's Place Trust consists of 3 Baby Hospices in Coventry, Middlesbrough and Liverpool and a Head Office based in Leamington Spa, where this role is based.

JOB SUMMARY

The Financial Controller will be responsible for the ongoing development of the financial systems, processes and procedures; ensuring the optimal performance of the finance function. This includes aspects of reporting such as monthly accounts, cash flow, as well as budgeting and forecasting.

The Financial Controller will be active in preparing monthly management accounts and commentary for the Senior Management Team.

Attend regular meetings with the Executive Trustee regarding financial matters affecting the Charity.



MAIN DUTIES AND RESPONSIBILITIES



BUDGETING & REPORTING

- Preparation of annual income/expenditure budgets for the Charity , working collaboratively with Heads of Department and members of SMT to achieve this
- Review/collate all Head office service costs and professional fees and calculate cross company charging for financial reporting
- Provision of income and expenditure reports, variance analysis and reconciliation of fundraising activities.
- Prepare monthly management accounts, including balance sheet, metrics and commentary
- Provide a quarterly report for submission to the Board of Trustees
- Formulate 12 monthly rolling forecast cashflow for the Charity and Trading Company including phased income budget and planned expenditure
- Managing the finance team to ensure they are working to agreed objectives and receive the appropriate support and training.

FINANCIAL SYSTEMS CONTROL

- Ensure the organisation operates robust accounting procedures and systems of internal financial control in line with current good practice and legislation
- In conjunction with the Finance Director, oversee and facilitate the annual external audit with the auditors and preparation of accounts ready for inspection
- Ensure financial and business risks are identified/ recorded and monitored on a regular basis

- To ensure that payroll provision for salary and other payments are made accurately, timely and in accordance with current legislation.
- Monitor cash levels considering the Charity's reserves policy and future commitments.
- Overseeing the quarterly vat reclaim and regular review of the partial exemption calculation and criteria.
- Regular review of access rights and permissions for accounting, banking & HR software systems
- Ensure the Charity works in accordance with Charity SORP, HMRC, Charity Commission Regulations and other relevant bodies' recommended code of practice.
- Ensure any recommendations/improvements received following external audit are actioned.

MANAGEMENT AND GOVERNANCE RESPONSIBILITY

- Regular review and communication of Charity's policies and procedures
- Communicate effectively internally and externally facilitating accurate and efficient flow of messaging across the organisation
- Keep up to date with changes in legislation affecting finance, payroll & HR ensure this information is cascaded down to other members of the Team.
- Ensure compliance with legal and regulatory requirements for Banking purposes, by completion of required documentation as requested.

MAIN DUTIES AND RESPONSIBILITIES



OPERATIONAL/TEAM MANAGEMENT

- Completion of financial and benchmarking surveys on behalf of external organisations such as ONS, Hospice UK, NHS England, Together for Short Lives
- Overall management of the Charity's Company credit cards, expense cards, Internet banking and multiple bank accounts
- Regular review of restricted funds ensuring allocation is in accordance with funder and Charity SORP requirements
- System administrator for Accounts, Payroll, Banking and HR software
- Ensure Year end accounts/ payroll reconciliations are completed on time.
- Deal with all high-level Vat queries
- Management of the Charity's Trading Company ensuring Corporation Tax obligations met
- Management of staff annual leave ensuring this is allocated and taken in accordance with Charity procedures with due regard to Employment Law and good practice.
- In conjunction with the Finance Director, to continuously look for financial, operational, commercial and managerial process improvements.
- Review from time to time employee benefits and assess their viability to the Charity's employees.
- Motivating and mentoring Finance Team members
- Overall responsibility for Head Office premises and health and safety
- Any other duties commensurate with pay grade.



PERSON SPECIFICATION



KNOWLEDGE

- ACCA, ACA or CIMA Qualified with significant post-qualification experience
- Excellent technical and analysis skills, including advanced Excel modelling and analysis.
- Knowledge of finance systems and understanding of the wider IT environment.
- Comprehensive knowledge of UK technical accounting requirements, including under FRS102. Knowledge of VAT, payroll and other taxes.
- Knowledge of the Charity SORP and Charity Commission requirements and guidance (desirable).

EXPERIENCE

- Excellent ability in planning including; monitoring and implementing projects to agreed deadlines often with conflicting priorities.
- Strong experience of financial reporting and preparation of year end accounts Experience in developing and overseeing the operation of finance systems.
- Strong written and verbal communication and people skills; able to tailor information to different audiences, including the ability to interpret and present complex topics in a way that is accessible.
- Strong management experience, of a finance team, with a collaborative and flexible approach.
- Experience of building personal and professional credibility with budget holders, senior managers and wider teams.
- Experience of working in a complex environment and sector.
- Experience of working in partnership with teams to deliver organisational objectives and shared goals.
- Experience of managing projects working with cross functional teams.
- Experience of driving and achieving organisational financial sustainability Experience of reviewing and recommending options to achieve best value for money.

WORKING STYLE AND PERSONAL CHARACTERISTICS

- Strong ability to prioritise, work at pace, and under pressure.
- Able to constructively challenge, influence and do things differently to deliver positive organisational benefits
- An innovative and practical thinker, with a 'can do' attitude
- A role model and ambassador of collaborative working, valuing and developing employees to reach their potential
- Ability and willingness to work flexibly in terms of hours and travel when necessary.

SALARY & BENEFITS



- ★ £45,000 - £50,000 per annum, depending on experience.
- ★ 5% employer pension contribution p/a.
- ★ 27 days of annual leave, plus all statutory English bank holidays. Hospice closure between Christmas and New Year (annual leave allowance must be used).
- ★ Employee assistance programme and free counselling for employees and their family members (limited availability). Access to a variety of discounts and benefits.
- ★ Free eye tests.



NEXT STEPS - HOW TO APPLY



Applications should be sent to Sarah Divina at sarah.divina@actionplanning.co.uk

Please enclose:

- **A full CV outlining your career history to date. Please include details of your latest remuneration and benefits.**
- **A covering letter, of no more than two pages in total, outlining how you meet the criteria set out in the person specification and your reasons for applying.**
- **A completed Personal Details Form – available on the Action Planning website.**

The closing date for applications is 9am on Monday 4th December 2023.

Action Planning are managing the recruitment of this role and will be in contact with you, for an informal chat when you apply. There will be first stage interviews with the Finance Director of Zoe's Place and Action Planning online on Wednesday 6th December 2023.

Final stage interviews will take place face to face at Zoe's Place Hospice Coventry, on the 12th December 2023.

We would encourage applicants to submit their applications as soon as possible. We understand that submitting an early application may not be practical for everyone. If that is the case for you, please let our recruitment consultant know about your situation. We will take it into consideration during the selection process.

Your interest in working for Zoe's place means a lot to us, and we want to ensure everyone has a fair chance. So if you have any questions, feel free to get in touch with Action Planning. We look forward to receiving your application and discovering the skills you can bring to Zoe's Place.

