



## PILGRIMS HOSPICES – JOB DESCRIPTION

### Finance Officer

#### MAIN PURPOSE AND SCOPE OF THE JOB:

Pilgrims Hospices are currently looking to recruit an experienced Finance Administrator to support the procedures and processes within the Finance department. The role will provide an excellent development opportunity, with plenty of variety within a busy finance Department.

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#### DETAILS OF THE POSITION:

<b>Reports to:</b>	Finance Manager
<b>Contract:</b>	Permanent
<b>Location:</b>	Pilgrims Hospices, 56 London Road, Canterbury, CT2 8JA/ Hybrid working
<b>Salary:</b>	TBA
<b>Holiday:</b>	34 days, including bank and public holidays
<b>Other benefits:</b>	Free parking.

#### DUTIES AND KEY RESPONSIBILITIES:

- Daily posting, reconciling Retail & Trading Income for over 30 of our Charity Shops, including banking and card reconciliations. Reconciling Retail Income to CRM system, and posting ad hoc expenditure.
- Communicating with Retail Director and Shop managers on any banking differences and informing Finance Manager.
- Monthly Reconciliation of SAGE 200 accounting system to CRM system (Donorflex) for all donations. Daily posting of Income donations, from all sources, cash, bank and ecommerce platforms.
- Raising of monthly Sales Invoices for Grants and other Clinical Income, including Continuing Care, Investment properties, Research, Corporate Sponsorship and uploading to Customers' portals.
- Raising weekly Education and lettings invoices and applying correct VAT element, and keeping spreadsheets up to date.
- Dealing with Customer/Client queries on Sales ledger items in a prompt and efficient manner.

- Managing all of our E-commerce Income platforms, and reconciling to CRM platforms
- Posting and Allocating receipts to Sales ledger
- Bank Reconciliations for Trading and Paypal Accounts
- Assisting with Credit Control, communicating with all different departments with Income/Invoice queries.
- Liaising with external auditors on all Income streams.
- Petty Cash postings, cash floats from the bank.
- Opening post, and scanning all post, filing
- Assisting with inputting of purchase Invoices and dealing with Purchase order queries
- Assisting AMA and FM where necessary with ad-hoc duties.

### **Training/Personnel Development**

Studying or wanting to Study for an Accounting Qualification (AAT/ACCA/CIMA)

### **Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

### **Health and Safety –**

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

### **Data Protection –**

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

### **Flexibility –**

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

*This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.*

**Date Written: June 2022**

## PILGRIMS HOSPICES – PERSON SPECIFICATION

### Finance Officer

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 2 years' experience in a similar finance role</li> <li>• Experience with Sage is desirable</li> </ul>	✓ ✓	✓ ✓	✓ ✓
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• A willingness to learn and develop new skills</li> <li>• A good standard of written and verbal communication skills</li> <li>• Organised and able to prioritise competing demands, meeting timescales as required</li> <li>• Flexible approach to work</li> <li>• Honest and reliable</li> <li>• IT literate and confident in the use of common Microsoft Office products Excel, outlook</li> <li>• A positive, 'can do', attitude</li> <li>• An ability to work well within a team and on own initiative</li> <li>• Accuracy and attention to detail</li> <li>• An ability to maintain confidentiality at all times</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
<b>QUALIFICATION/ TRAINING</b>	<ul style="list-style-type: none"> <li>• A good standard of secondary education, including a minimum of grade C in Maths and English GCSEs</li> </ul>	✓	✓	✓
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake any other statutory and mandatory training appropriate to the needs of the role</li> </ul>	✓	✓	✓

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