



PILGRIMS HOSPICES – JOB DESCRIPTION

Finance Business Partner/Management Accountant

MAIN PURPOSE AND SCOPE OF THE JOB:

Pilgrims Hospices is currently looking to recruit an AAT qualified or ACA/ACCA/CIMA part qualified Finance Business Partner to operate and support certain procedures and processes within the Finance department. The role will provide an excellent development opportunity, with plenty of variety within a busy Finance Department.

DETAILS OF THE POSITION:

Reports to: Finance Manager

Contract: Permanent

Location: Pilgrims Hospices, 56 London Road, Canterbury, CT2 8JA - Hybrid 3 days office

DUTIES AND KEY RESPONSIBILITIES:

Part of a Finance team that will be responsible for;

- Oversight of Month End Procedures and preparation of monthly management accounts.
- Preparing Accruals/Prepayments.
- Posting Monthly journals.
- Payroll posting, and reconciliation of payroll related balance sheet accounts
- Ensure monthly Bank Reconciliations are carried out.
- Line Manager to Finance Assistant.
- Control account reconciliations including inter-company accounts
- Maintain the Fixed Asset Register, dealing with depreciation, additions and disposals.
- Configure training for the planned roll-out of the full Purchase ordering system capability.
- Assisting Budget managers with reports.
- Meet with Budget managers to assist the Finance Manager with “Finance Business Partnering” including reviewing budgeted expenditure and income.
- Expenditure Analysis for Budget managers.
- Responsible for quality checking VAT Returns.
- Statutory Reporting to Government organisations, (e.g. Office for National Statistics).
- Assist with the preparation of the annual statutory accounts and fixed assets.
- Planning Audit schedules during the year for the statutory accounts.
- Overseeing the financial transactions relating to the charity’s Investment properties and liaising with Letting Agency.
- Assist with the preparation of the three year rolling budget, including the creation of nominal codes, updating templates, consolidation of reports and data analysis.
- Overseeing the Aged Debtors for all companies, reconciling to Trial balance.
- Reconciling and dealing with all aspects of Rental properties.
- Ability to support other roles in Finance department when requested by the Finance Manager.

Administration Tasks

- Effective handling of incoming telephone calls, correspondence and internal and external stakeholders
- Undertaking other duties commensurate with the level of the post as directed by the Finance Manager.

GENERAL RESPONSIBILITIES

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: November 2024

PILGRIMS HOSPICES – PERSON SPECIFICATION

Finance Business Partner/Management Accountant

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.

[illegible]

	<ul style="list-style-type: none"> • Ability to reconcile control accounts • To have an understanding of Prepayments /Accruals 		✓	
			✓	
QUALIFICATION/ TRAINING	• AAT qualified/Part qualified ACA/ACCA/CIMA	✓	✓	✓
	• A good standard of secondary education, including a minimum of grade C in Maths and English GCSEs	✓	✓	✓
OTHER REQUIREMENTS	• A willingness to undertake any other statutory and mandatory training appropriate to the needs of the role		✓	✓

Date Written: November 2024