

Job Description – Assistant Finance Officer

## Reports to: Finance Director

**Responsible for: None**

## Location: Whilst your normal place of work is Hardwick Lane, you will also be required to work at such other place or locations within the Bury St Edmunds, West Suffolk and Thetford area as we may reasonably determine.

## Job Purpose: The Assistant Finance Officer (AFO) provides accurate and high quality financial support to the Finance team and its customers through accurate financial transaction processing, reconciliations and production of summary data.

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## Key Responsibilities:

1. Supporting and providing cover to the Finance Officer in fulfilling day to day finance processes, such as reconciliation of shop income, raising purchase orders, raising sales invoices and preparing month end figures.
2. Providing advice and support to internal customers in following financial procedures and procuring services needed.
3. Using internal IT systems to extract, collate and input financial data, and to present financial information to customers in a variety of formats.
4. Support our volunteers by arranging work and providing training where needed.
5. Helping the department to continuously improve by always looking for ways to reduce cost, become more effective and deliver a better service to our customers.
6. To study for a relevant accountancy qualification.

## Special Features of the job

The postholder will be in regular contact with cash and privy to SNHC sensitive financial information.

The postholder will need to perform their tasks to a high level of accuracy.

The postholder will need to be proficient in the use of IT systems, including the finance system.

## Personal Development (all staff)

* All staff and volunteers in the Hospice are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1’s with Line Managers or senior colleagues, annual appraisal and development reviews.
* All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.
* Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

## Health and Safety (all staff)

* All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy and fulfilling place to work.
* Employees of St Nicholas Hospice Care are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

## General (all staff)

* At the heart of our strategic vision, our “One Team” approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services.  There is an expectation for everyone to support colleagues beyond their own team.
* Ensure that all within the team have a grasp of the Hospice’s structure, values and purpose and have opportunities for involvement in its further development.
* Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
* Promote and foster the Hospice’s reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
* Undertake any other duties which may be reasonably required.
* The philosophy of the Hospice is based on a multi-skilled, cross-departmental approach. Staff regardless of grade or discipline, are required to participate in this concept. The role of volunteers is integral with the work of St Nicholas and paid staff are required to underpin this in their attitude and actions.
* All staff must be sympathetic to and able to project the philosophy and concept of hospice care.
* The Hospice has in place provision for staff support. Staff are expected to exercise responsibility in accessing and providing whatever forms of support might be appropriate for them to ensure that they are able to offer the professional care for which they are employed.
* This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

## References:

Recruitment Policy

Learning & Development Policy

Disciplinary Policy

Health and Safety Policy

Job Description dated: May 2016