JOB DESCRIPTION & PERSON SPECIFICATION

Clinical Employees		Non-Clinical Employees	✓	Volunteers		Flexi-Bank Workers	

ROLE:	**Financial Controller**
REPORTS TO:	Hospice CEO
PAY LEVEL:	£55 - £65k approx
LOCATION:	Hospice, Strang, Isle of Man

PURPOSE OF ROLE:

The Finance Manager will provide effective day-to-day leadership and management of all finance-related matters across Hospice Isle of Man, including Hospice Care, Share the Care, and Hospice Properties Limited. The postholder will ensure that the charity's financial systems, controls, reporting, payroll, accounts, audit processes and financial management information are accurate, timely, compliant and aligned with the organisation's strategic priorities.

The role will support the Chief Executive Officer, Senior Leadership Team and Board by providing clear financial insight, robust reporting and practical advice to inform decision-making, manage risk and support the long-term financial sustainability of Hospice Isle of Man.

KEY DUTIES:

Strategic Input

- The provision of strategic financial leadership, advice and challenge to the CEO, Finance Committee, Hospice Board and SLT in relation to financial strategy, longer term financial planning and sustainability, significant business cases, proposals, investment decisions and major service developments. This will include attendance at relevant Board, and Fin Co meetings and by invitation to SLT and any other management meetings.
- Financial performance, planning and risk support including reviewing and challenging financial performance, budgets and forecasts at an appropriate strategic level; reviewing cashflow, liquidity, reserves and significant financial risks; advising on material financial

pressures, significant variances and emerging issues; and providing senior input into significant treasury and investment matters;
- Input into significant and complex financial matters including but not limited to year-end, external audit and significant accounting judgements, tax, regulatory and financial control matters. This may include liaising directly with tax, audit or regulatory professionals on Hospice's behalf.

Financial Management and Control

- Lead the day-to-day operation of the finance function across Hospice Care, Share the Care and Hospice Properties Limited.
- Ensure accurate and timely maintenance of accounting records, reconciliations, nominal ledger, purchase ledger, sales ledger, cash book and banking processes.
- Maintain effective financial controls, ensuring policies, procedures and authorisation processes are followed consistently.
- Monitor cashflow, reserves, investments and working capital, highlighting risks and opportunities to the Chief Executive Officer or others as appropriate.
- Support budget holders with financial information, analysis and guidance to enable effective management of income and expenditure.
- Ensure financial transactions are recorded accurately and in line with relevant charity, company, tax and accounting requirements.

Accounts, Reporting and Financial Information

- Prepare monthly management accounts and financial reports for review by the Chief Executive Officer and Senior Leadership Team.
- Prepare quarterly financial information for the Board, ensuring reporting is clear, accurate and supports effective scrutiny and decision-making.
- Provide regular financial updates to the Senior Leadership Team, identifying trends, variances, risks and required actions.
- Support the preparation, monitoring and review of annual budgets and forecasts across all relevant entities and departments.
- Produce financial analysis to support strategic planning, service reviews, fundraising activity, retail operations and property-related decisions.
- Ensure financial reporting reflects performance across both charitable activity and income-generating operations.

Payroll and Statutory Compliance

- Oversee the accurate and timely processing of payroll, ensuring appropriate checks, controls and approvals are completed.
- Ensure compliance with relevant payroll, pension, tax, VAT and statutory reporting obligations.
- Work closely with People and Culture colleagues to ensure payroll changes, starters, leavers, contractual changes and other pay-related adjustments are processed accurately.
- Maintain appropriate records and audit trails for payroll and statutory finance processes.

Year End Accounts and Audit

- Coordinate the preparation of year-end accounts and supporting schedules for Hospice Care, Share the Care and Hospice Properties Limited.
- Act as a key point of contact for external auditors, ensuring audit requirements are met in a timely and organised way.
- Support the Chief Executive Officer and Board with year-end reporting, audit queries and financial governance matters.
- Ensure audit recommendations are reviewed and implemented where appropriate.

Leadership and Team Management

- Line manage, support and develop two finance team members, ensuring responsibilities are clear and workload is appropriately prioritised.
- Promote a positive, collaborative and accountable finance team culture.
- Ensure finance team processes are resilient, well documented and able to support business continuity.
- Provide guidance and support to colleagues across the organisation on finance processes, financial controls and budget management.
- Identify opportunities to improve efficiency, accuracy, automation and the accessibility of financial information.
- Contribute to risk management, internal control reviews and financial policy development.
- Ensure finance practice supports transparency, good governance and stewardship of charitable funds.

Systems Improvement and Governance

- Support the effective embedding of our new finance system with reporting tools and processes that provide budget holders with real time information, financial ownership and that actively informs decision making
- Drive opportunities to improve efficiency, accuracy, automation and the accessibility of financial information.
- Contribute to risk management, internal control reviews and financial policy development.
- Ensure finance practice supports transparency, good governance and stewardship of charitable funds.

Health and Safety

Hospice Isle of Man is dedicated to the health safety and welfare of all its staff and volunteers. All employees will be responsible for their own health, safety and welfare, and that of others who may be affected by their actions or omissions, and for identifying and reporting any possible risks or near misses to a responsible manager. All employees will be required to observe appropriate legislation and codes of practice in connection with their role and will be provided with training and support to do so.

As a Line Manager, the postholder will also be required to pro-actively minimise health and safety risks for their team, investigating and resolving any health and safety incidents that occur.

This job description is not meant to be exhaustive and you may be asked to carry out other reasonable duties. It will be reviewed on a regular basis and adapted as required to reflect the changing needs of the service.

Person Specification: What we need you to bring

Qualifications:	**Is it essential or desirable**	**How we will assess**
Qualified with ACA, ACCA, CIMA or equivalent certification/part qualification, with significant relevant experience.	**E**	**A/D**
Evidence of continuing professional development relevant to finance, accounting, payroll, charity finance or leadership.	**E**	**I**
Membership of a recognised accounting body	**D**	**A/I**
Experience:		
Significant experience in a finance management, management accounting or similar role.	**E**	**A/I**
Experience of preparing management accounts, budgets, forecasts, variance analysis and Board or senior leadership reporting.	**E**	**A/I**
Experience of year-end accounts preparation and working with external auditors.	**E**	**A/I**
Experience of payroll oversight and related financial controls.	**E**	**A/I**
Experience of managing or supervising staff, with the ability to support, develop and prioritise team workloads.	**E**	**A/I**
Experience within a charity, healthcare, retail, property or multi-entity environment	**D**	**A/I**
Strong technical accounting knowledge and the ability to apply financial standards, controls and good governance in practice.	**E**	**A/I**
Excellent numeracy, analytical and problem-solving skills, with the ability to interpret complex financial information clearly.	**E**	**I**
Strong attention to detail and commitment to accuracy, compliance and deadlines.	**E**	**I**
High level of IT literacy, including confident use of accounting systems, spreadsheets and reporting tools.	**E**	**I**
Ability to communicate financial information clearly to non-finance colleagues, senior leaders and Board members.	**E**	**I**

Sound understanding of confidentiality, data protection and the sensitivity of payroll and financial information. Ability to balance operational finance delivery with wider strategic and organisational priorities. Skilled and confident in the development and use of accounting systems – e.g. Sage	**E** **E** **E**	**I** **I** **A/I**
Personal Qualities/Behaviours:		
Professional, discreet and trustworthy, with a high level of personal integrity. Calm, organised and resilient, with the ability to manage competing priorities and deadlines. Collaborative and approachable, with a willingness to support colleagues across the organisation. Pragmatic and solutions-focused, able to identify improvements and translate financial information into practical action. Confident to provide constructive challenge and advice where required, while maintaining positive working relationships.	**E** **E** **E** **E** **E**	**I** **I** **I** **I** **I**
Willing to demonstrate behaviours at work that are in accordance with Hospice's values to: Act with Compassion Be Collaborative Commit to the Cause	**E**	**I**
Other:		
IOM Worker	**D**	**A/I**
Abilit to travel to a range of sites across Hospice including their retail shops	**E**	**I**
Satisfactory DBS check as part of pre employment checks	**E**	**D**

How we will assess you			
A Application & CV	**I** During your interview	**D** When you produce your documents	**T** Test to assess your practical competence