



JOB DESCRIPTION	
Job Title:	Senior Accountant – Newly Qualified Accountant
Hours of Work:	
Base:	Barnsley Hospice, Gawber
Department:	Finance
Accountable To:	Director of Finance
Responsible For:	<ul style="list-style-type: none"> <li>• Ensuring accurate control and compliance over the charity's operational finances, including but not limited to treasury systems/policies, finance systems/ policies, payroll systems/policies, ensuring best practice delivery, whilst providing timely and accurate reports to relevant stakeholders as required.</li> <li>• Supporting implementation of continuous improvement in accounting practices and embedding financial best practice.</li> <li>• Ensuring that there are financial policies and procedures in place that cover all areas of the team's governance and compliance responsibilities.</li> <li>• Delivery toward all known and agreed key finance targets/KPI's</li> </ul>
Job Purpose:	<ul style="list-style-type: none"> <li>• Manage the charity's finances ensuring good financial controls are in place and that sound and appropriate practices are maintained.</li> <li>• Support the Director of Finance (DoF) on all matters relating to financial performance and provide management information for the Executive Leadership Team, Board of Trustees and Budget Holders.</li> <li>• Provide necessary professional and statutory financial guidance to the ELT as required.</li> <li>• Ensure that the charity's finances operate in line with SORP regulations and all relevant governance and compliance needs are met.</li> </ul>
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>Despite some direct funding from the NHS, to deliver our charitable purpose we still have to raise significant funds which is achieved through our commercially dedicated Barnsley based fundraising and retail operations. The net income required from these commercial operations needs to cover more than 50% of the total cost of providing our charitable purpose.</p> <p>Across both charitable and commercial activities, the hospice employs over 100 people and has a team of volunteers, working at the hospice and our Retail Hub. We are committed to Equality, Diversity &amp; Inclusion in all that we do and welcome applications from all sections of the community. We particularly</p>

	welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.
<b>Main Duties &amp; Responsibilities:</b>	
<b>Key Duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>• Oversee all ledger activities delivered by the finance team, taking a pro-active part in regular team meetings to ensure the team meets its objectives whilst they deliver high performance levels.</li> <li>• Take an active part in all operational finance activities ensuring to the best of your professional knowledge there are effective and appropriate processes, controls, and financial risk management procedures in place and being followed by the rest of the finance team.</li> <li>• Ensure the financial and management accounts are maintained with accurate monthly management accounts, departmental accounts and management reports which must be produced within strict deadlines.</li> <li>• Be a pro-active business partner by working closely with budget holders in support of accurate forecasts for all department income and expenditure activities.</li> <li>• Support the smooth and successful delivery of finance processes to ensure all audit, accounting, payroll and taxation services comply with relevant statutory and regulatory financial reporting needs.</li> <li>• Provide high quality and well considered financial guidance and insight to the ELT and budget holders</li> <li>• Support the Director of Finance in the providing good financial analysis and decision making for a wide range of investment/business development opportunities.</li> <li>• Create effective relationships with your colleagues, collaborating and working jointly to deliver growth, excellent levels of service and financial education.</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• Be committed to the work of Barnsley Hospice and work in accordance with our policies and procedures.</li> <li>• Be an ambassador for the organisation by living and promoting our values.</li> <li>• To conduct such other duties as may be required from time to time.</li> <li>• Willing and able to undertake work outside of normal office hours and to travel as required.</li> </ul>	

<b>Other Responsibilities</b>
<ol style="list-style-type: none"><li>1. To undertake any other duties, commensurate with the role as required by the Hospice.</li><li>2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.</li><li>3. The post holder will be expected to maintain strict confidentiality at all times.</li><li>4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.</li><li>5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.</li><li>6. The post holder is to ensure data protection is maintained at all times.</li><li>7. The post holder will be flexible in terms of working hours in order to meet service needs.</li><li>8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.</li></ol>



This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
<b>Knowledge and educational achievements:</b>	
<ol style="list-style-type: none"> <li>1. Newly/recently qualified - ACCA or ACA.</li> <li>2. Degree or higher business qualification (e.g. sponsored management qualification)</li> </ol>	Assessment method – application form
<b>Experience and work achievements:</b>	
<ol style="list-style-type: none"> <li>1. Minimum of 3 years' experience in a trainee accounting role including (but not exclusively) working in or around the disciplines of: financial and/or management accounting, financial auditing, statutory financial reporting/submissions, payroll systems.</li> <li>2. Experience in use of other business systems e.g. fundraising, retail/tills and HR systems.</li> <li>3. Experience in engaging with internal and external auditors.</li> <li>4. Use of financial accounting systems and good knowledge/experience in main financial ledger functions.</li> <li>5. Evidence of making a positive contribution to overall team performance.</li> </ol>	Assessment method – application form and interview
<b>Skills and abilities:</b>	
<ol style="list-style-type: none"> <li>1. Highly numerate and ability to understand and interpret data.</li> <li>2. A sound financial thinker, supporting in financial reporting, budgeting, capital/investment appraisal and management reporting.</li> <li>3. Strong IT skills with a minimum of advanced Excel and intermediate Microsoft Word.</li> <li>4. Strong interpersonal skills and ability to form effective relationships with colleagues in their own and other teams.</li> <li>5. Self-supervised, with some understanding of people management skills. Ability to oversee the work of others.</li> <li>6. Ability to show initiative in problem solving when dealing with novel or conflicting demands.</li> <li>7. Effective time management.</li> <li>8. Excellent communication and presentation skills.</li> <li>9. Highly organised multi tasker accustomed to prioritising competing priorities.</li> </ol>	Assessment method – application form and interview

Personal attributes:	
<ol style="list-style-type: none"> <li>1. Thorough and focused with a high level of attention to detail and a passion for excellence.</li> <li>2. Committed to good governance and effective processes.</li> <li>3. Able to be creative, proactive and resourceful to get work done quickly and to a high standard.</li> <li>4. Demonstrates a positive attitude to change.</li> <li>5. Approach work in a positive, optimistic and resilient manner.</li> <li>6. Flexible and adaptable in your work</li> <li>7. Value honesty and integrity.</li> </ol>	Assessment method – application form and interview

Our Values and Behaviours:	
<p><b>Ambition:</b> <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> <li>• We set high standards for ourselves and the services we provide.</li> <li>• We seek every opportunity to learn: from our successes and our mistakes.</li> <li>• We take a flexible and creative approach when seeking opportunities and solutions.</li> </ul> <p><b>Collaboration:</b> <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> <li>• We value diversity in its broadest sense and take meaningful action to create an inclusive environment.</li> <li>• We seek out and nurture partnerships so we can achieve more together.</li> <li>• We are welcoming and friendly.</li> </ul> <p><b>Compassion:</b> <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> <li>• We show empathy and consideration towards others.</li> <li>• We are genuinely caring and respectful in our interactions with others.</li> <li>• We are generous with our time and attention, and value the people around us.</li> </ul> <p><b>Integrity:</b> <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> <li>• We are open and honest with ourselves and others.</li> <li>• We are trustworthy and reliable and deliver on our promises.</li> <li>• We are professional and take our responsibilities seriously.</li> </ul>	<p>Assessment method – application form and interview</p>