

Head of Finance and Resources - Job Pack



WESSEX
CANCER TRUST



40 Years of Cancer Care

Wessex Cancer Trust is a registered charity and a company limited by guarantee, registered in England and Wales. Charity Registration No. 1110216. Company No. 5416311

About us



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At Wessex Cancer Trust we believe that there should be help and support available to everyone living with cancer, when and where they need it.

Every year around 23,000 people are diagnosed with cancer in the Wessex region. A diagnosis can be a shock and have a huge impact on an entire family; Wessex Cancer Trust is here to provide emotional and wellbeing support to help people with cancer, and their loved ones, come to terms with their illness in their own way. We help and support people of all ages, genders and types of cancer. Our dedicated team is committed to offering free support for as long as people need it, away from a hospital environment.

During Covid we have been providing many of our services remotely or by appointment, but in normal times, the volunteer Befrienders meet clients at our four drop-in cancer Support Centres, where they provide information, support and a listening ear. New clients have the opportunity to meet with our Wellbeing Co-ordinator to agree a personal treatment plan which aims to help deal with the emotional impact of cancer, improve well-being, help with pain management and increase self-confidence. This could include appointments with one of our team of specialist counsellors and therapists. We also provide health and well-being information, exercise programmes and courses to help clients live well with, and beyond, cancer.

Our Vision and Mission

Our Vision

Wessex Cancer Trust's ambition is a future where everyone affected by cancer receives person centred care that empowers them to live well with and beyond cancer.

Our Mission

Through supportive care and information, we seek to improve the emotional and physical well-being of people affected by cancer, within their locality.

A letter from our CEO

Dear Applicant

Thank you for your interest in Wessex Cancer Trust.

It's an exciting time to join our charity as we embark on our new 3-year strategy, with the aim of supporting more people across the Wessex region.

Over the past two years we have seen plenty of change: our services have had to dramatically adapt to the challenges caused by Covid, and it's been necessary to implement a cost saving programme and review our income generation model to build our resilience. At the same time, we have had several new team members who've joined the charity – including me, I joined in July 2020.

The strategies we've implemented in 2021 have enabled us to rebuild our financial stability and develop a greater understanding of the changing needs of local people affected by cancer. Over the next 3 years, we will therefore be investing more money in service delivery, to reach communities within our region that are not currently accessing our services.

Continued strong financial management is critical to our success and this newly-shaped role of Head of Finance and Resources will lead the team responsible for all aspects of finance and administration. This is a hands-on role, and we're looking for someone with accountancy qualifications and a strong financial background who can confidently and effectively manage the charity's finances. You'll also be responsible for the administration functions including IT, HR, Estates and office admin. You'll have a passion and the initiative to drive efficiencies across your department and the wider organisation, advising the CEO and SLT.

This is a fantastic opportunity for a highly motivated individual to work with our highly experienced and well respected Treasurer to make a real impact at Wessex Cancer Trust, helping us to reach more people affected by cancer in the Wessex region.

Wessex offers a supportive work environment, in addition to a range of benefits which include:

- A competitive salary and annual leave entitlement
- Flexible hybrid working
- Contributory pension scheme
- Life assurance scheme
- Employee counselling helpline
- Cycle to work scheme
- Free parking at head office
- Mental health first aiders
- A personal development programme

We look forward to receiving your application.

Warm regards



Rachel Billsberry-Grass



Job Description



Job Title:	Head of Finance and Resources
Reporting to:	Chief Executive
Direct reports:	Office Manager/EA to the CEO; Finance Assistant; HR & Volunteer Manager (new role)
Based at:	Hybrid working is possible but given the nature of the role, it is expected that the post holder will spend at least 50% of their time in Head Office at 91-95 Winchester Road, Chandler's Ford
Job Purpose:	To manage all aspects of finance, IT, HR, Estates and office management, ensuring Wessex Cancer Trust and its subsidiary WCT (Wessex) Ltd both operate effectively and efficiently. The postholder will also be Company Secretary for both companies.
Working Hours:	Full time – 40 hours per week
Salary Band:	£42,000 – £50,000 depending on experience

Principal Responsibilities

- To manage and deliver all aspects of financial management and resources for the charity, improving and streamlining existing systems and processes.
- To lead the Finance and Resources team, providing a stable, supportive environment to steer the team to deliver its required outputs.
- To support the CEO, Board of Trustees and Senior Leadership Team (SLT), developing relationships and promoting best working practices in finance and operations.
- To ensure all regulatory requirements with Companies House and the Charity Commission are met.

Lead and Develop the Finance Function

- Produce all monthly management accounts and reports accurately and on time, including processing month end adjustments, and prepare commentary and variance analysis for Board report.
- Provide necessary reports and management information to the CEO and SLT, feeding back on financial performance and facilitating effective management.
- Maintain a rolling 18-month cashflow forecast
- Oversee all financial controls, ensuring appropriate reviews and authorisations are performed for all financial transactions.
- Constantly review and develop policies and procedures to improve financial operations and security where possible.
- Work with the CEO and budget holders to prepare an annual budget aligned with the Charity's strategy, that also allows the SLT to manage their budgets throughout the year
- Assist the Fundraising team with financial information for grant applications
- Ensure all government grants eg furlough claims are applied for.

Manage the charity's resources

- Work with the Office Manager to gain efficiencies across the office in utility contracts, use of office space etc.
- With the Office manager, oversee and monitor the management of external IT support company, and ensure effective management of IT hardware, software and IT security.
- With CEO and members of SLT, develop and implement a strategy for our leasehold properties (currently numbering 9) manage the portfolio, keeping abreast of existing contracts, analysing cost / income returns, negotiating renewals / new contracts.
- Manage the HR and Volunteer manager to develop and implement a people strategy, that builds a strong and happy workforce.

Support the CEO and Board of Trustees

- Work with the CEO and colleagues on SLT to develop, evaluate and deliver the strategic plan
- Fully participate as a key member of SLT
- Attend Board Meetings and work closely with the Treasurer to manage the charity's finances
- Be SLT lead for the Finance & Audit Committee Meetings, working with the Treasurer and admin team to plan meetings and ensure agendas, papers and minutes are produced accurately in a timely fashion.
- Work with the CEO to monitor Risk register items, taking remedial action where necessary.

Regulatory Requirements

- Prepare Group statutory accounts at year end
- Liaise with the auditors during the audit process and as necessary throughout the year
- Ensure that all corporation tax and VAT returns are accurately completed and filed on time and that all associated payments are made
- Perform company secretarial duties maintaining and updating all records and filing requirements with Companies House and the Charity Commission
- Maintain appropriate banking mandates and authorised signatories
- Ensure gift aid claims are submitted on a timely basis

Payroll

- Manage outsourced payroll, ensuring the payroll company has all information needed for monthly payroll and year end payroll returns, including any ad-hoc payroll calculations.
- Ensure the charity is compliant at all times with PAYE law and regulations, and that all payments and returns to HMRC and the pension scheme are made on time

Other

- Support all members of the team to deliver high standards and review performance through regular 1:1 meetings and performance development programmes
- Deal with any other ad-hoc requests as they come into the Finance and Resources team.

General Duties

- Liaise with colleagues internally to manage their needs and expectations.
- Be a respected ambassador of the Trust's brand, values, mission and aims.
- Abide by all requirements of the Trust's Health and Safety policy.
- Undertake any other duties commensurate with the grade and nature of this post, including deputising for the CEO when needed.

Essential Skills/Experience/Attributes

- Qualified accountant or QBE with understanding of charity finance (SORP), its regulatory environment and governance.
- A confident senior manager with experience of leading and inspiring finance and resources teams.
- IT literate – Excel essential, and experience of using Sage preferable
- Good working knowledge of HMRC, VAT and payroll regulations
- Significant experience of preparing monthly management accounts, budget preparation, forecasting and monitoring
- Proven financial analysis skills and the ability to interpret and explain numerical information
- Good time management with the ability to prioritise work, manage multiple priorities and meet project and month end deadlines
- Understanding of charity governance and finance
- A strategic thinker who can create, develop and implement multiple strategies
- Strong written and verbal communicator, with ability to persuade and negotiate; experience of preparing and delivering high quality reports, briefings and presentations.
- Conscientious and pro-active problem-solver.
- Excellent project management skills with ability to set clearly defined objectives, monitoring and evaluating progress, taking remedial action as necessary.
- Experienced staff manager with a track record of bringing the best out of team members
- Customer focused with high standards of quality and productivity for self and team
- Strong attention to detail
- A flexible approach with the ability to adapt and change as needed by a medium sized charity operating in an uncertain environment

Desired Skills

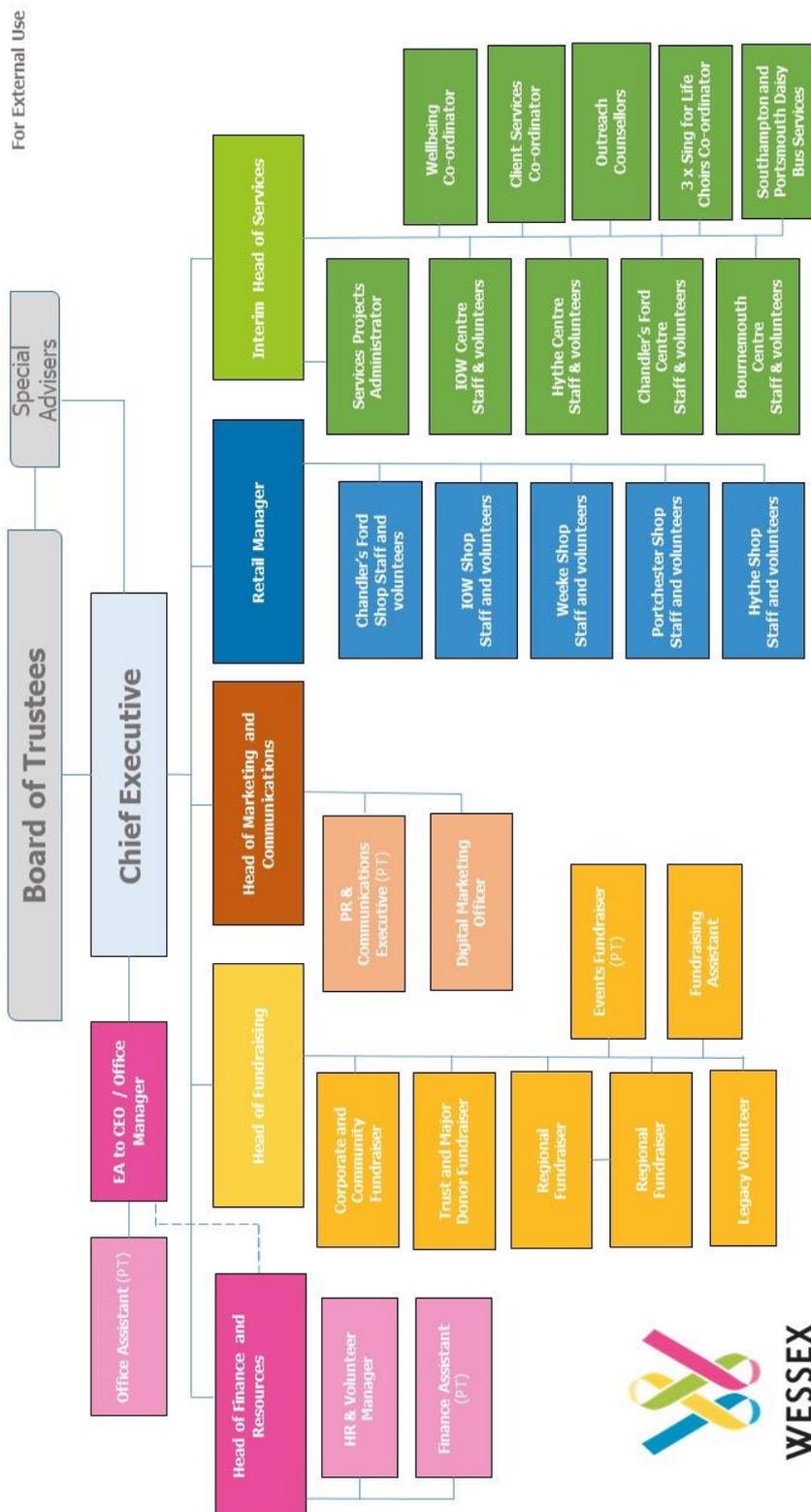
- Previous experience of working in a finance role in the charity sector preferred.

Additional information

All of our sites are adhering to Covid guidelines. To keep our clients, volunteers, colleagues and customers safer, it is expected that the post holder will be vaccinated against Covid unless there are extenuating reasons.



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Last updated: 20 December 2021



How to apply



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Please send your CV and a statement of no more than 2 pages outlining your suitability for the role to jobs@wessexcancer.org.uk by 9am on Friday 21 January 2022.

To speak to Rachel Billsberry-Grass, CEO, for an informal chat about the role before applying, please contact sarah.beaman@wessexcancer.org.uk





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**SUPPORTING LOCAL PEOPLE
THROUGH CANCER**

www.wessexcancer.org.uk

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