



Finance & Commercial Director Job Description

Main purpose of role:

The Finance & Commercial Director (FCD) will provide a strategic and operational financial direction and advice to the CEO, Trustees and to the charity's senior management team.

To act as Deputy Chief Executive Officer in the absence of the CEO.

To provide a strategic vision for the development of the charity's retail operations.

Department: Finance

Location/Branch:

Ty Hospice
Whitchurch Hospital Grounds,
Park Road,
Whitchurch,
Cardiff

Position reports to:
Chief Executive Officer

Position is responsible for:
Finance Officer, Retail Operations Manager,
Finance Assistant, Shop Managers

Length of contract: Permanent

Salary: £50,000 per annum plus benefits
35 hours per week (although part time considered)

Main duties

Strategic Financial duties

- Act as Deputy CEO, working alongside the CEO advising on the best path of growth for the charity. They will also be a member of the Senior Management team.
- Provide financial optimisation. They will be responsible for all financial aspects with a commercial focus.
- Ensure all financial processes and controls are fit for purpose.

Operational financial duties

- Prepare the end of year statutory accounts, lead on the audit process, and oversee monthly payroll.
- Responsible for all taxation matters, and ensure statutory financial obligations are met including but not limited to the requirement of Companies House, HMRC and the Charity Commission.
- Coordinate the Finance, Risk and Audit Committee meetings.

Retail Operations

- Retail will be overseen by the FCD, with a focus on achieving commercial aims by implementing efficiencies and providing financial focus.
- The FCD will evaluate and create viable commercial opportunities for sustainable income and implement strategies to achieve greater returns.
- Review the commerciality of the charity and develop commercial projects capable of delivering efficiencies, increasing income, and supporting our patient focus.

Facilities management and IT duties

- The FCD will have ultimate responsibility for buildings and facilities, annually preparing and updating the 5 year capital works and replacement programme, along with insurance, utilities, and maintenance contracts.
- All contracts and leases will come under the remit of the Finance Director, in addition to managing the charity's risk register.
- Will work closely with the Administration Manager, who will have day to day responsibility for the City Hospice building.
- The FCD will have overall responsibility for IT services, and relationships with IT providers.
- Support Diversity and Equality in the workplace.
- Responsible for compliance with Health and Safety legislation
- Any other reasonable duties.

Person specification

Factor	Essential?	Desirable?
Qualifications	Fully qualified accountant with relevant professional qualification.	Experience of a senior financial role.
Relevant experience:	<p>Extensive senior level accountancy knowledge.</p> <p>Knowledge of charity sector.</p> <p>Experience of working within the NHS in Wales or Welsh Government.</p>	<p>Significant managerial/ Board level experience.</p> <p>Some retail experience.</p>
Aptitude, skills, and abilities	<p>Ability to develop and motivate staff.</p> <p>Excellent commercial and business acumen</p> <p>Strong IT skills.</p> <p>Experience with SAGE, and advanced spreadsheet skills.</p> <p>Able to embrace new technology.</p> <p>Strategic and critical thinker.</p> <p>Ability to handle high levels of pressure.</p> <p>Excels at multi-tasking, organisation, and time management.</p> <p>Influencing skills.</p>	<p>Alternative generic accounting package.</p>
Personal attributes	<p>Excellent communication skills at all levels.</p> <p>Develops strong working relationships with colleagues across departments and seniority levels.</p> <p>Flexible, adaptable, approachable</p> <p>Positive can-do attitude.</p>	
Disposition	<p>Sympathetic to, and supportive of the vision, values, and strategic aims of City Hospice.</p> <p>Leads by example.</p>	