

Join our team as a

Head of Finance



**Rotherham
Hospice**
Living Life's Wishes

Registered Charity No. 700356

About Us

Rotherham Hospice is a charity dedicated to the people of Rotherham, offering specialist palliative and end of life care to our community since 1996.

We provide comprehensive, compassionate care through two primary patient services:

- 24-hour, 14-bed Inpatient Service
- 24-hour Hospice at Home Service

Additionally, we offer wider support to patients and their families through:

- Complementary therapies & hairdressing
- Counselling and Bereavement Support for adults, children and teenagers
- Day services with individual and group sessions
- Family memory events
- Occupation therapy and physiotherapy
- Social work
- Spiritual care
- Tailored experiences for patients and loved ones



Our Purpose

Easing the physical and emotional pain of death and dying for everyone in our community.

Our Vision

Everyone in our community can easily and confidently access palliative and end of life care tailored to their individual needs and wishes, wherever and however they choose.

Our Goal

To grow a stronger, more financially resilient, responsive and exceptional hospice, providing and promoting holistic, personalised and innovative palliative and end of life care for all.

Our Proposition

To ensure a dignified death for all – one that is reflective of one's own life.

Our Essence

Adding more life to every day.

About the Role

Reporting directly to the Director of Finance & Resources, the Head of Finance will provide strategic and operational leadership for the charity's finance function, ensuring robust financial management, strong internal controls, accurate reporting, and effective stewardship of charitable resources.

Overseeing all financial operations of the hospice, including budget preparation, financial planning, sales, purchase ledger and other accounting transactions, treasury and cash flow management, and financial reporting, ensuring finance is an effective partner to services, fundraising, retail, trading and support functions.

Job Title	Head of Finance
Responsible to	Director of Finance and Resources
Salary	£52,108 - £63,688 per annum
Hours of Work	37.5 hours per week
Contract type	Permanent
Location	Rotherham Hospice

Benefits

- **Holidays.**

A work-life balance is important for everyone, which is why we offer all employees 30 days annual leave per year (plus bank holidays), plus an additional day's leave in every 5th year.

- **A supportive & comfortable working environment.**

Our Hospice is a calm and compassionate place to work, full of inspiring people who support one another.

- **Hassle-free parking at no cost.**

No one is more than a couple of minutes' walk from the Hospice.

- **Great meals & drinks.**

Because our culinary team prepares food for patients 24/7, they cook for us too. Buy a lovely lunch with 25% off without even leaving the building. You can also utilise this discount on your days off as it is available across all our Café and retail sites, just bring along your Staff ID.

- **Reassurance.**

Whilst the here and now is important, we all think about the future. We offer employees a 6% pension after probation and a Life Assurance scheme which will pay 4x your annual salary should you die whilst working in our service.

- **Training & development.**

Every employee will be supported with their training and development needs and will be regularly supported by their line manager.

- **Competitive Pay Enhancements.**

Join our team and benefit from a 25% pay enhancement for evening and weekend shifts, plus double pay for bank holidays.

Key Responsibilities

- Oversee all financial operations of the hospice, including budget preparation, financial planning, sales, purchase ledger and other accounting transactions, treasury and cash flow management, and financial reporting, ensuring finance is an effective partner to services, fundraising, retail, trading and support functions.
- Ensure compliance with Charity Commission, Companies House, HMRC, pensions, VAT, Gift Aid, payroll and other relevant statutory and regulatory obligations.
- Produce timely and accurate monthly management accounts, forecasts, cash flow reports, balance sheet reconciliations and performance commentary.
- Monitor income, expenditure, restricted funds, designated funds, reserves and cash flow, highlighting risks, opportunities and corrective actions.
- Provide accurate and timely financial information to support decision-making by the ELT and the Board of Trustees.
- Lead the annual budgeting process, working closely with colleagues to develop realistic and achievable budgets aligned with organisational goals.
- Take primary responsibility for financial reforecasts.
- Maintain and improve financial policies, procedures and controls across income, expenditure, procurement, payroll, treasury, banking and authorisation processes, ensuring efficiency, accuracy, and data integrity in financial transactions, recording, and reporting.
- Lead and manage the Finance team, providing mentorship, guidance, and support in their roles and professional development, setting clear objectives, priorities and standards of performance.
- Foster a collaborative and supportive team environment, promoting a culture of accountability, integrity, and continuous improvement. Act as a trusted finance business partner to managers across the charity, helping them understand financial performance and manage resources effectively.
- Take primary responsibility for the statutory audit and the preparation of the annual report, ensuring compliance with audit requirements and addressing audit findings in a timely manner.
- Manage relationships with external parties, including investment managers, auditors, and regulatory agencies.
- Act as deputy to the Director of Finance and Resources in all financial matters

Personal Specification

No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Criteria	Essential	Desired
Experience & Qualifications		
At least 3 years' experience in a similar finance management role, preferably within the charity or healthcare sector	Y	
Qualified accountant (ACA, ACCA, CIMA, or equivalent) with significant post-qualification experience in financial management	Y	
Experience in line management of a small team	Y	
Demonstrated ability in managing external relationships with investment managers, auditors, and regulatory bodies.	Y	
Experience of leading budgeting, forecasting, management accounts, cash flow reporting and financial performance analysis	Y	
Understanding and experience of monthly payroll processing	Y	
Knowledge of Pension Legislation and processing	Y	
Experience of working in a charity with annual income of around £10m or in a comparable multi-income-stream environment .		Y
Experience of finance system implementation, process automation or reporting improvement projects.		Y
Experience and knowledge of Defined Benefit Scheme pension plans (eg NHS)		Y

Personal Specification (continued)

Criteria	Essential	Desired
Skills and Abilities		
Proficiency in financial software and systems, including accounting software (e.g., Sage, Ipllicit) and Microsoft Office.	Y	
Strong understanding of financial accounting principles.	Y	
Strong understanding of charity finance, restricted funds, reserves, Gift Aid, VAT, payroll, audit, statutory accounts and Charity SORP requirements.	Y	
Strong leadership and management skills, with experience in line management and team development.	Y	
Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.	Y	
Knowledge of healthcare or non-profit sector financial regulations and compliance requirements.		Y
Knowledge and use of payroll software and systems		Y
Personal Qualities		
Professional and reliable, with a high level of integrity and accountability in all interactions.	Y	
A collaborative team player who thrives in a dynamic and supportive work environment.	Y	
Passionate about the mission and values of Rotherham Hospice, with a commitment to making a difference in the lives of patients and their families.	Y	

Personal Specification (continued)

Criteria	Essential	Desired
Personal Qualities Continued		
Respectful and inclusive, with a commitment to diversity, equity, and inclusion in volunteer recruitment and management.	Y	
Flexible and adaptable, with the ability to respond to changing needs and priorities in a dynamic healthcare environment.	Y	
Approachable, confident, compassionate.	Y	
A full UK driving license		Y

How to Apply

All enquiries and applications should be made directly to Paula Hamilton at Hamilton Barber recruitment consultants; paula@hamilton-barber.co.uk

At Rotherham Hospice, we are committed to equality, diversity and inclusion in our workforce. Our aim is for our workforce to be truly representative of our community and for each employee to feel respected and able to give their best. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed

