

A place to **Live**
A place to **Love**
A place to **Belong**



HOSPITAL OF GOD
Here for Everyone

Assistant Accountant

Application Pack

Welcome



An exciting opportunity has arisen for a talented, qualified and ambitious Assistant Accountant to join the Finance Team at The Hospital of God.

This document provides more information about our Charity, the role and the application process.

The Hospital of God is a registered Charity which has a long and proud history of working with vulnerable people living in the North-East of England. Established in 1273 by Bishop Robert de Stichell to help poor and elderly people, throughout the centuries we have taken this founding ethos and developed into a modern organisation meeting a range of 21st century needs.

The Assistant Accountant will be based within our Head Office (pictured) set in the beautiful and landscaped grounds of the Greatham Estate

We are looking for someone who:

- ✓ **Wants to make a positive difference to our Charity**
- ✓ **Is creative and has a positive “can-do” attitude**
- ✓ **Thrives in a busy and varied workplace**
- ✓ **Is flexible, adaptable and can drive transformational change**
- ✓ **Has the ability to proactively seek solutions to issues**

In return we will give you:

- ✓ **Access to an Employee Assistance Programme**
- ✓ **£30k-£35k according to level of skills and experience with the possibility of progression within this band dependent upon performance**
- ✓ **33 days annual leave (inclusive of bank holidays)**
- ✓ **Annual pay review subject to the Charity’s financial performance**

How to apply

- Complete the online Application Form (https://isw.changeworknow.co.uk/hospital_of_god/vms/e/careers/search/new), listing your skills and experience in line with the Job Description and Person Specification.
- Closing date: 4 March 2022 at midnight
- Interviews will be held on either 10 or 11 March 2022
- For an informal discussion regarding the vacancy, please contact hr@hospitalofgod.org.uk to arrange an appointment

Job Description

Location:	The Estate Office, Greatham, Hartlepool
Hours:	35 hours per week (Monday – Friday. 09:00 – 17:00)
Responsible to:	Head of Finance
Job Purpose:	To support the Head of Finance to provide an effective financial accounting service and first-class, timely and accurate management reporting across the Charity in compliance with internal procedures, good practice and statutory requirements
Salary:	£30,000 to £35,000 according to level of skills and experience with the possibility of progression within this band dependent upon performance
Contract Period:	Permanent

Key responsibilities

Financial Management

- To work with the Head of Finance in the collation, analysis, and preparation of information for accurate and timely management accounts and reports
- To work with the Head of Finance to prepare the Charity's annual budget, including the compilation of individual service and activity budgets
- To oversee the maintenance of systems for effective and efficient payroll administration including PAYE, pension administration and expenses
- In the absence of the Head of Finance to lead on the processing of the payroll and the payment run
- To maintain strong compliant financial reporting systems
- To support the drive for best value by providing suitable purchasing information for management
- To optimise the use of reports and management information from Dimensions and Select Pay
- To support budget holders to effectively manage expenditure
- Completion of month end procedures including processing journals and key account reconciliations
- To lead on reconciliation of the care accounts
- To take a lead on credit control and ensuring timely payment of invoices
- To assist with year-end procedures, the production of the Charity's statutory accounts and the annual audit process
- To assist the Head of Finance in managing and maintaining the Charity's financial systems to ensure that information is accurate and up to date
- To monitor and review the Charity's financial systems and procedures, implementing improvements in agreement with the Head of Finance
- Assisting and supporting the design and implementation of projects aimed at improving the financial systems and processes within the charity
- To support the development and implementation of an effective internal audit function.

Management and Leadership

- Day to day management of the finance team and its workload

- To manage the timely completion of tasks within the team, ensuring a robust shared pool of knowledge and abilities within the team
- To support and co-ordinate the induction and training of new members of the finance team
- Attend meetings with the leadership team as required
- To on occasion deputise for the Head of Finance

Other

- To always maintain the highest standards of organisational and customer confidentiality.
- To demonstrate a commitment towards your own continuous personal development.
- To monitor and maintain quality throughout the different areas of the service to meet external quality standards of inspection bodies and statutory bodies.
- To implement the Hospital of God's policies as required
- To undertake any other duties and responsibilities as may be reasonably required within the scope of the post.

Person Specification

Factor	Essential	Desirable
Qualifications	AAT Qualified	ACCA/ACA Qualified Additional professional qualifications Evidence of vaccination status (or proof of medical exemption)
Experience	Experience in all aspects of day-to-day financial management Experienced in the use of accounting systems Significant experience in processing payroll	An understanding of Hospital of God's mission, vision and values and service portfolio
Knowledge/ Skills/Abilities	Sound knowledge and understanding of accounting functions and processes Knowledge and understanding of payroll processes, including PAYE, NI, SSP etc The ability to deliver best practice in financial management and accounting Reflective and analytical skills, with the ability to find, absorb and summarise complex information, often to tight deadlines Strong analytical and problem-solving skills with the ability to anticipate problems and proactively suggest solutions	

A flexible, constructive and proactive approach to learning and personal development

Excellent communication skills, both verbal and written

Ability to prioritise work and multitask

Good organisational skills

Excellent IT skills and literacy, including proficiency in standard IT applications, particularly Microsoft Excel

Good inter-personal skills, with ability to exercise tact and diplomacy

Ability to work under own initiative and to fixed deadlines

Demonstrative of emotional intelligence and empathy

An empathetic understanding of team dynamics and a drive to promote a positive and collaborative working environment

Openness, trustworthiness and honesty in relationships with colleagues, and a constructive approach to conflict and disagreement

An ability to respond positively and constructively to difficult and challenging situations

A commitment to building positive and constructive relationships within the finance team and between the finance function and other functions and services within the charity

Driven to protect and enhance the health, well-being and safety of self and colleagues

Ability and drive to support delivery of the mission and values of The Hospital of God

Other (eg attitude, interests etc.)	<p>Able to work effectively as part of a small team with interlinked and overlapping roles</p> <p>Enhanced Disclosure from the Disclosure and Barring Service</p> <p>Discretion and respect for confidentiality</p> <p>Enthusiastic and hard working</p> <p>Versatility and flexibility</p> <p>A commitment to professional excellence, learning and continuous improvement</p> <p>Creativity, a positive “can-do” attitude and ability to participate problems and proactively seek solutions</p> <p>Flexibility, adaptability and welcoming of change</p> <p>Professionalism and integrity</p>	
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About The Hospital of God

The Hospital of God at Greatham is a Registered Charity (registration 1123540) and a Company Limited by Guarantee (registration number 6533385, England & Wales).

Founded in 1273, the Charity will celebrate it’s 750th anniversary next year. The Charity has a long and proud history of working with vulnerable people living in the North-East of England.

The Charity provides a wide range of services which provide excellent care, support and housing services for people, particularly older people and those living with dementia.

The main charitable activities are:

- Residential care for older people
- Day care and community support services for people living with dementia, and their families, delivered through our day centres, our community-based pastimes service and our family support services throughout Hartlepool and East Durham
- Support information and advice through our dementia advisory service in Hartlepool
- Supported living for older people in our Almshouses located in Greatham, Norton, Stockton and the wider North East
- The making of grants to voluntary and community sector and those not-for-profit organisations which make a difference to the lives of people in our communities

Why we do it

To enable people to live their life to the full, experiencing happiness, contentment, fulfilment and belonging.

To empower people and communities by being an excellent provider of care and support for older people, including those living with dementia and their families and carers.

To make a difference to people's lives by:

- Enabling people to be happy, content, and to live life to the full
- By building a sense of belonging, reducing feelings of loneliness and isolation and
- By promoting and maintaining people's independence

Vision, Mission and Values

Vision:

- Older people live independently, live well and enjoy life
- People living with a dementia, their families and carers live life to the full
- Communities are strong, full of hope and resilient

Mission:

- To deliver excellent quality care and support, placing people at the heart
- To be forward thinking, caring, dynamic, a great place to be
- To support and empower communities

Values:

- Kind, caring and compassionate
- Everybody matters all the time
- Listening, learning and striving for excellence
- Putting people at the heart of everything we do

Valuing Staff

- Employee of the Month Award
- Exceptional Thank You Award to Staff during Covid
- Monthly Staff Newsletters

Financial Position

Despite the impact of the pandemic upon the Charity's operations, the Charity's financial position was largely unaffected, principally due to the health of its reserves and the strength and performance of its endowment.

The health of the Charity's reserves, together with the resilience and stability afforded by its endowment, are enabling the Charity to weather the current storm by bridging the gap between income and expenditure and allowing it to continue investing in services for the future.

Key achievements: Annual turnover £5m; Ongoing IT/ digital transformation of key processes; Investment portfolio, permanent endowment and property portfolio; Exciting organisational development plans.