

# South Bucks Hospice – Job Description

<b>Job Title</b>	<b>Finance Coordinator</b>
<b>Hours of work:</b>	22.5 hours per week- 9am – 5pm (30-minute unpaid lunch break)
<b>Work days:</b>	Monday to Friday (as agreed)
<b>Department:</b>	Finance
<b>Work Location:</b>	Butterfly House
<b>Reporting to:</b>	Finance & IT Manager
<b>Date of issue:</b>	April 2024

## Job Purpose

To process incoming funds to the charity including donations, retail sales and Gift Aid claims. Support the website and intranet requirements of the organisation.

## Key Responsibilities

The main responsibilities are:

- Providing retail support for the till system by
  - checking all till related paperwork received, is complete and correct,
  - being the first line of support for staff regarding any processing issues with the system
  - ensuring the till manual is reviewed at least annually and is up to date and accurate
  - configuring the till system in line with Senior Management requirements, including setting up new structures, products and pricing and user roles
- Entering all incoming donations onto the fundraising system
  - checking all related paperwork received, is complete and correct
- To claim all Gift Aid across the Hospice ensuring that
  - all required end year letters are issued within the statutory deadlines
  - the Gift Aid Small Donation Scheme is fully utilised
  - full and auditable records of all claims made are retained
  - all Gift Aid declarations are processed in accordance with the hospice's procedures and are available for audit at all times
  - for processing any change of details required by hospice donors, such as address changes or changes in tax status
  - for monitoring and responding to all emails sent to the giftaid@ inbox
  - fully document the Gift Aid processes, and review at least annually to ensure they are up to date and accurate
- To support the banking of all incoming funds to South Bucks Hospice by
  - banking all incoming funds at the hospice premises in accordance with the hospice's policies and procedures
  - ensuring insurance limits are adhered to and that the banking is recorded fully and accurately input into
  - the accounting system
  - weekly reconciliation of all bank and petty cash accounts, highlighting to the Finance & IT Manager any issues that may arise, such as late banking or banking discrepancies
- To import retail and fundraising income into the accounts system by
  - weekly running and checking of income reports, processing the data and import into the accounts system
- To support the regular retail stock takes of bought in goods by
  - producing stock sheets from the till system and distributing to retail

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- processing the returned sheets and production of valuations and stock variation reports
- entering stock movements and good inwards onto the till systems
- on-site audit of the stock process on an annual basis
- Providing technical support for changes to the South Bucks Hospice website and intranet by
  - loading documents as and when required to do so by a Senior Manager
  - providing advice and recommendations for improvements to structure and layout

### Behavioural Values

- Appreciates the impact that decisions and actions have on the business
- Ability to ensure that objectives or tasks are delivered on time and to an agreed quality
- Pro-active and responsive to requirements of colleagues; a team player
- Fully understands internal and external customer expectations and requirements, and works to ensure these are exceeded
- Works co-operatively and productively with others, to achieve results.
- Takes the initiative to work across boundaries to resolve challenges
- Demonstrates commitment and loyalty to South Bucks Hospice
- Self-motivated individual with strong customer focus
- Able to choose a method of communication that is appropriate and effective for a given situation, to incorporate the difference mediums of listening, verbal and written
- Uses original and creative thinking to make improvements or support the initiation of new approaches
- Works with honesty and integrity and maintains the reputation of South Bucks Hospice
- Does the right thing for the long-term success of South Bucks Hospice

### Personal Attributes

- Minimum of two years' experience within a similar position.
- Demonstrate a consistent high standard of work and attention to detail
- Strong numerical skills
- Good Excel and Word skills
- Punctual and presentable
- Good team player
- Willing to learn
- Effective communications with colleagues and Management team
- Calm temperament under pressured conditions

This job description is intended to be an indication of the scope of the role. In addition to these functions employees are required to carry out such other duties as may reasonably be required.

Name of Job Holder

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Signed by Job Holder

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Date

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Name of Line Manager

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Signed by Line Manager

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Date

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