

## Recruitment Information Pack: Finance Manager November 2023

### **Safer Recruitment statement.**

DDRC Healthcare is committed to the safeguarding of vulnerable children and adults. Key to this is our safer recruitment practices. We will recruit workers who uphold these safeguarding values and the values of our organisation.

### **Finance Manager**

#### **Main Purpose of Job:**

- Control of all aspects of the financial management of the Charity's operations and its subsidiaries
- Consideration of the effectiveness of systems and controls and development of improvements
- Supporting the Trustees and Chief Executive in their overall financial control of the Charity.

#### **Responsible to:**

Chief Executive Officer.

#### **Responsible for:**

- Be an active member of the Leadership Team
- Preparation of monthly management accounts, statutory accounts and various other regular management reports and analyses
- Preparation and analysis of forecasts
- Management of cash flow and investments
- Responsibility for the functions of
  - Sales ledger, credit control and accounts receivable
  - Purchasing and stock management
  - Payroll inc. pensions and organisation healthcare scheme
  - VAT
- Development of bookkeeping and accounting systems - controls and procedures
- Responsible for returns to and compliance with HMRC, Companies House, Charity Commission etc.
- Evaluation of new business opportunities
- Responsible for various contracts including insurance and utilities.
- Line management of Finance Assistant
- Continuing professional development of Finance team
- The postholder will act as Company Secretary, be in attendance at the Charity's Trustee meetings and be responsible for producing the minutes.
- The postholder must work to the DDRC organisational values.

#### **Other Matters:**

- DDRC is a registered charity and as such must comply with Charity Legislation as well as Company Law. The person in this role will be expected to be fully acquainted with the requirements of Charity Legislation in particular in demonstrating the public accountability of the Charity.
- The post holder is expected to also be the Company Secretary for DDRC and its subsidiaries.
- The postholder will undertake a DBS check.

Every staff member is responsible for their own safety, and that of colleagues and visitors, whilst undertaking DDRC business.

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### Key Working Relationships:

Operations Manager, Finance Sub-Committee, Leadership Team

### Key Challenges of the Job:

To develop policies and systems designed to provide the charity with a sound financial platform from which to develop the existing and new services.

### Qualifications required:

A recognised Professional Body accountancy qualification, e.g. ACMA



DDRC Healthcare Organisational Values

Respect	Putting People First	Collaboration	Taking Ownership	Integrity	Professionalism
Welcoming the opinions, questions and ideas of all Appreciating diversity Appreciating each other	Treating people as a whole Supporting one another	Working together Working with our patients, customers and clients Working with our current partners and welcoming future collaborations	Striving to make improvement Embracing change Listening to others and resolving issues	Communicating information openly and honestly Showing personal courage	Providing the highest quality of care, education and development Welcoming to all

The above is not an exhaustive list of duties and the post holder will be expected to perform different tasks as necessitated by their changing role within the organisation and the overall business objectives of the organisation. *Wherever possible these changes will be made in consultation with the post holder.*

### Job Description agreed and approved.

<b>Postholder signature:</b>		<b>Date:</b>	
<b>Line manager signature:</b>		<b>Date:</b>	

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### Person Spec – Finance Manager

Requirement	Essential	Desirable	Validation
Recognised financial management qualification. E.g., ACA / ACCA / CIMA	✓		<ul style="list-style-type: none"> <li>• Original certificates</li> <li>• Application</li> </ul>
Minimum 5 years post qualification experience	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Dynamic and motivated attitude to work	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• interview</li> <li>• References</li> </ul>
Ability to manage and embrace change	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Able to work in a small charity environment	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• interview</li> </ul>
Able to make a positive and constructive significant strategic contribution whilst having a practical and operational approach	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Well developed leadership skills but also a team player with a track record of contributing to the effective working of a team	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
Able to motivate and educate staff to manage budgets effectively	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Highly competent IT skills with specific sage experience	✓		<ul style="list-style-type: none"> <li>• Application</li> </ul>
Good interpersonal skills – able to communicate and relate at a variety of levels both verbally and in writing.	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
Excellent time management skills including the ability to meet tight deadlines / work under pressure	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
Evidence of continuing professional development	✓		<ul style="list-style-type: none"> <li>• Documentation</li> <li>• Application</li> </ul>
Experience of charity financial systems and / or previous experience of voluntary / not for profit sector		✓	<ul style="list-style-type: none"> <li>• Application</li> </ul>
Evidence of ability to do project budgeting / model spreadsheets	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Experience in the healthcare sector		✓	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

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This document can be used as a checklist as well as a reference tool.

- **When recruiting new staff, DDRC will:**

Action point	Initial when complete
Plan the recruitment to allow adequate time for each part of the process.	
Provide a clear job description and person specification, including the DDRC Values, and a statement outlining DDRC's commitment to Safeguarding.	
Provide a clear job advert, including salary and the hours of work.	
Use the same application form or system for all applicants where possible, clearly stating if the role requires DBS Check.	
Ensure that copy of this safer recruitment document is available to all candidates.	
Collect the details of a minimum of two referees. Referees should include the last employer or place of education, not family and friends.	
Shortlisting packs including application forms and a matrix to score against will be provided by the HR manager and will be completed by the recruiting manager and at least one other person involved in the recruitment process.	
Online searches should be completed for applicants. This involves searching for information that is publicly available. The HR manager or suitable deputy will complete the search, and the findings will not be used to discriminate against candidates. The search will include registers such as the GMC or NMC as well as using a search engine.	
Communicate clearly with the shortlisted candidates about interview process including if any assessments will take place.	

- **During the recruitment process DDRC will:**

Action Point	Initial when complete
Prepare interview questions in advance, ensuring that the interviews are structured and capture the information the organisation requires. If possible, the interviewers will meet in advance to review the questions.	
Arrange an interview panel with a minimum of three staff, one to be the HR	

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Action Point	Initial when complete
Manager or suitable deputy and one to be the recruiting manager. In-person interviews are preferable.	
At interview, the candidate will provide identification and proof of relevant qualifications. Copies will be taken.	
Candidate will provide evidence of eligibility to work in the UK.	
Score the candidates performance at interview using a pre-prepared matrix.	
Ask interviewers to pay close attention to language used by candidates to ensure that DDRC recruits people who share the organisational values and commitment to safeguarding.	
References will be sought and any offer of employment or engagement is conditional until these are reviewed and approved.	
If a DBS is required for the role, it will be completed at the earliest opportunity, and a self-disclosure form completed with the conditional offer (if not earlier).	
Review all information thoroughly (including pre employment checks not listed in this document) before making a full offer.	

- **For new staff, DDRC will:**

Action point	Initial when complete
Provide a departmental induction for the new staff member, alongside the organisational induction.	
Ensure that staff undertake Safeguarding Adults and Children training at a level appropriate to their role, as part of a programme of essential training.	
Ensure that staff have access to the relevant policies, procedures and personnel to be able to escalate any safeguarding concerns.	
Recognise that a commitment to safeguarding extends past the initial induction process and is an integral part of working within the organisation. Training in safeguarding will take place at least annually.	