



## SENIOR ACCOUNTANT

<b>SALARY</b>	£45,000 - £50,000 per annum (dependent on experience)
<b>LOCATION</b>	Barnet (North London)
<b>HOURS</b>	37.5 hours per week (full time). Flexible hours will be considered.
<b>CONTRACT</b>	Permanent
<b>REPORTING TO</b>	Director of Finance
<b>CLOSING DATE</b>	26 <sup>th</sup> June 2022

### JOB DESCRIPTION

Noah's Ark Children's Hospice helps babies, children and young people who are seriously unwell, and their families, make the most of every day. The charity aspires to become a centre of clinical excellence for children with life-limiting or life-threatening conditions.

We've been on a major upward trajectory in recent years, with more children being supported, more major hospitals being partnered with and more supporters donating. We've transformed from being an enthusiastic start-up delivering care in the community, to a serious player delivering major impact both in the community and at our state-of-the-art hospice building, The Ark, opened in 2019.

Following the move into our new building, the range of services offered by Noah's Ark Children's Hospice to our babies, children and young people, and their families, has expanded significantly. Just as Noah's Ark Children's Hospice has grown, so too have the demands placed on our Finance team, particularly for better operational data and improved financial analysis. The Finance team is also taking the lead on a number of initiatives including the implementation of an automated staff rostering system to improve payroll processing, and establishing improved reserves and investment policies and practices.



The Finance team is also establishing new processes to support the growth of statutory income from the developing Integrated Care Systems and other healthcare partners. This changing landscape is necessitating increased reporting of data about many aspects of the care we provide to our Noah's Ark babies, children and young people and their families. The successful applicant will liaise closely with the Business Development (commissioning) manager to streamline, re-design and develop high quality, timely service reports and management information, for both internal and external use.

To meet this expansion of Finance responsibilities, we are creating a new role of Senior Accountant. This individual will be responsible for many of the key monthly and ad hoc financial reporting and analysis for the charity, and will have added responsibility for supporting the implementation of relevant new database packages.

## **ABOUT YOU**

We are looking for someone who is:

- A fully qualified accountant (ACA, ACCA, CIMA or equivalent) with previous experience of working in a finance team
- Able to build effective relationships within Finance and with key stakeholders throughout the organisation
- A clear thinker with strong communication skills, able to write and present clear and engaging reports
- A problem solver with a pragmatic and commercially oriented approach
- Productive and able to work independently
- An organised professional who can manage competing demands and work to tight deadlines

Charity experience, including time spent providing fundraisers with information for grant requests and ongoing donor reports, is desirable but not essential.

Applicants will have experience and/or proficiency in:

- Presenting information to senior leadership teams
- Improving financial processes for monthly management accounts, budget preparation and other regular reporting or processing tasks
- Ad hoc financial planning exercises
- Building a strong financial control environment
- Managing cash flow, liquidity and sundry expenditures
- The use of desktop IT tools (spreadsheets, presentation software etc.) and standard accounting systems and databases



## **KEY TASKS & RESPONSIBILITIES OF THE ROLE**

Including this new role, the Finance and Business Development (Commissioning) team will have 5 members.

The new Senior Accountant will be responsible for producing management information including regular board reports, cash flow and liquidity analyses. The focus will be to upgrade the timeliness and quality of reporting plus improve the user-friendliness of the information offered to non-Finance users. Alongside the regular reporting, this role will also work closely with the FD on ad-hoc financial and operational analyses. Historically this has included projects such as:

- Benchmarking performance against other charities
- Monitoring of progress of investment plans
- Designing and implementing useful financial KPIs
- Tracking progress of major capital expenditure projects
- Preparing sensitivity analyses for different staffing models in the Care function.

The majority of transactional duties (income processing and invoicing, bank account controls, expense and payroll processing, account reconciliations, fixed asset recording and regular tax filings) will be dealt with by other members of the team.

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Educated to degree standard or equivalent</li> <li>2. Qualified accountant CIMA/ACCA/ACA or equivalent</li> </ol>	<ol style="list-style-type: none"> <li>1. Charity finance experience</li> </ol>
<b>SKILLS / KNOWLEDGE / EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. Excellent time management and organisational skills</li> <li>2. Exceptional spoken and written English language skills and ability to communicate clearly and concisely</li> <li>3. Intermediate to advanced-level proficiency in Excel, Word and PowerPoint</li> <li>4. Excellent presentation skills, working with multiple peer groups and varying levels of seniority.</li> <li>5. Database skills, with experience of Sage or other financial systems as well as in data gathering and interpretation.</li> <li>6. Demonstrable, relevant experience in a finance department</li> <li>7. Demonstrable problem-solving ability</li> <li>8. A keen interest in systems and technology implementations and improvements</li> </ol>	<ol style="list-style-type: none"> <li>1. A keen interest in working in the Charity sector</li> <li>2. Familiarity with concepts of forecasting, budgeting and variance analysis.</li> <li>3. Analytical and detail-oriented. You combine your professional competencies with an ability to develop new ideas, and creative solutions and a track record of implementing these to great effect.</li> <li>4. Organised multitasker who prioritises their workload, enabling them to meet deadlines and achieve results.</li> <li>5. Ability to work independently as well as part of a team</li> <li>6. Objective thinker who can challenge and find better ways of working</li> </ol>
<b>BEHAVIOURAL / PERSONAL</b>	<ol style="list-style-type: none"> <li>1. Ability to engage, inspire and manage internal and external stakeholders</li> <li>2. Actively build and maintain a network of colleagues and</li> </ol>	<ol style="list-style-type: none"> <li>1. Dedicated to maintaining regular communication with external stakeholders (commissioners, local authorities and other partners) to facilitate the</li> </ol>

	<p>contacts to achieve progress on objectives</p> <p>3. Able to be open-minded, flexible, self-motivated and driven; whilst being able to work independently and as a team player.</p>	<p>development of long-term relationships</p> <p>2. Ability to hit the ground running, absorb complex information quickly, and work to a schedule of deliverables</p> <p>3. Be enthusiastic and proactive with an enquiring mind.</p>
<p><b>MISC</b></p>	<p>1. Ability to ensure that internal policies and procedures are complied with.</p> <p>2. Enhanced Disclosure &amp; Barring Service (DBS) check.</p> <p>3. Willing to undergo immunisation checks and immunisations where applicable.</p> <p>4. Live the Noah's Ark values of kindness, courage and excellence.</p>	



## **CHARITY BENEFITS**

### **ANNUAL LEAVE**

25 days, rising by a day after each completed year up to 30 days. We also offer the ability to buy or sell up to 5 days annual leave each year.

### **SEASON TICKET LOAN**

An interest-free loan is available to all staff to purchase a season ticket.

### **LEARNING AND DEVELOPMENT**

Each employee receives suitable training and development opportunities

### **PENSION**

Provided by Aviva, with contributions up to 6% from employer.

### **FLEXIBLE WORKING**

Flexible working opportunities are available to staff dependent on the charity's needs.

### **LIFE ASSURANCE**

Staff will receive Life Assurance (Death in Service) provided by Canada Life Group Insurance. The benefit basis is 4x annual salary.

### **PAID MEMBERSHIP TO BLUE LIGHT CARD**

Staff will receive a Blue Light card membership giving discounts to a number of well-known brands and stores.

### **BIKE2WORK SCHEME**

Salary sacrifice scheme offering the opportunity to purchase a bike and accessories, with tax free payments spread over a period of time.

### **SUBSIDISED CAFÉ**

Freshly prepared hot and cold meals provided at The Ark daily at a subsidised rate.

### **STAFF REFERRAL SCHEME**

Monetary incentive for staff when they successfully recommend a candidate for an open position.



## HOW TO APPLY

Please send your completed application form to [recruitment@noahsarkchildrenshospice.org.uk](mailto:recruitment@noahsarkchildrenshospice.org.uk)

The application form is available to download under the relevant vacancy at

<https://www.noahsarkhospice.org.uk/work-with-us>

If you would like to have a confidential discussion about this role, please email the HR Team at

[hr@noahsarkhospice.org.uk](mailto:hr@noahsarkhospice.org.uk) or call 020 8449 8877.

*\*Please be aware that Noah's Ark has a resident dog and a PAT dog. Occasionally families may also bring their pets to The Ark.*

We can't wait to  
hear from you!



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Barnet, London EN5 4NP  
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Noah's Ark Hospice is a Company Limited  
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Company Registration No. 3901606  
Registered Charity No. 1081156

## About Noah's Ark Children's Hospice

### ABOUT NOAH'S ARK CHILDREN'S HOSPICE

Noah's Ark Children's hospice helps babies, children and young people who have life-limiting or life-threatening conditions, and their families, make the most of every day. We are here to enable those we support to enjoy life as children, rather than as patients, as families, not just as carers.

Our expert staff and trained volunteers provide clinical, emotional and practical support for families across north and central London and Herts Valley. We carefully adapt our support for every child and offer it wherever it is required - whether in their home, their community or at our state-of-the-art children's hospice building, The Ark, in Barnet.

### THE ARK

Designed by families, for families, The Ark was opened in September 2019 by the Mayor of London. The Ark is a place of light and life, where you will find music, art, play and drama therapy; children blossoming in sensory and soft play rooms; and a fully accessible playground. The grounds offer wheelchair accessible outdoor experiences, including a Woodland Walk through a 7-acre nature reserve and a sensory walkway. At The Ark we are able to provide Specialist Care and Nursing for babies, children and young people, supporting their full clinical, emotional, social and practical needs. We have created a space where children who are seriously unwell are accepted as they are, safe to play, explore, express themselves and build confidence.



## OUR VALUES

Our values capture who we are, and what we expect from staff and volunteers. They are the 'Noah's Ark way', and are reflected in everything we do.



### KINDNESS

- We show compassion and empathy in all our interactions
- We put the child and family at the heart of all we do
- We are considerate: act thoughtfully and behave with integrity
- We go above and beyond
- We embrace diversity
- We create precious moments for children and their families
- We actively promote good mental health and look after our team
- We do not judge others for their differences



### EXCELLENCE

- We are exacting and passionate about our mission
- Our expert and dedicated team is tenacious and solution focused
- We are pioneering, creative and adaptable
- We collaborate and build partnerships
- We listen and learn
- We are considered and reflective
- We plan and grow responsively and responsibly
- We invest in our people



### COURAGE

- We are strong and ambitious in all we do
- We challenge the status quo, making bold resilience and aim to empower
- We help families and each other build resilience and aim to empower
- We act with candour and integrity
- We reach out to people in very difficult circumstances
- We do not shy away from making hard decisions or from challenging situations
- We are not afraid to ask for help