



Jersey Hospice Care JOB DESCRIPTION

Job Title:	Payroll and Finance Officer
Reports to:	Financial Controller
Department:	Finance
Hours:	37.5 hours (a minimum of 22.50 hours per week may be considered)
Working Pattern:	Monday to Friday, 7.5 hours per day
Contract Type:	Temporary

General

Jersey Hospice Care is an independent charity which provides palliative care services within the community and the hospital, as well as through the King Centre and In-Patient Unit facilities. All services benefit from a well-resourced multi-professional team with skills and expertise in palliative and end of life care. These services are provided at no cost to the patient or their family.

Job Summary

The post holder will be responsible for undertaking and managing all aspects of the JHC payroll, pension and benefit arrangements and the accounts payable process, whilst supporting the finance team with general administration duties. Alongside this you will be responsible for entering into financial transactions and reconciling and producing reports for various areas of the business.

Job Context

The post holder will work 7.5 hours daily, Monday to Friday although some flexibility will be required to meet the needs of the charity. The working pattern will be agreed between post holder and line manager. There is some scope for the postholder to work part-time, with a minimum of 22.50 hours per week. The role is based at the Mont Cochon site.

Nature and Scope of Role

The accountabilities of the role are focussed on maintaining a high quality, stakeholder focused finance service that meets the team's aim 'to optimise patient and client care through effective financial management and include, but are not limited to, the following areas:

- 1. Payroll, pension and benefit arrangements**
- 2. Accounts payable process**
- 3. Finance related duties**
- 4. Administration duties**

In addition, the post holder is required to operate in adherence to Jersey Hospice Care Culture Pathway, Vision, Mission, Values and Behaviours. More information on this can be found on <https://www.jerseyhospicecare.com/about-us/our-vision-mission-and-values/>.

1. Payroll, pension and benefit arrangements

Responsible for undertaking and managing the staff payroll, pension and benefits process, to include:

- Collect, review, and enter into the payroll system all relevant documents, e.g., timesheets etc.
- Input joiners and leavers and contract changes.
- Process staff salaries and associated matters for permanent, fixed term contract and bank (zero hours) staff e.g., Social Security, ITIS, pensions, and benefits including medical health insurance and subsidised staff meals.
- Meet strict deadlines to ensure that all employees are paid on time.
- Ensure process integrity by performing reconciliations and checks complying with legislation and organisation policies and procedures.
- Make statutory and non-statutory (ITIS and Social Security) returns and arrange payments.
- Identify and resolve any discrepancies ensuring payments are accurate and in accordance with relevant accounting standards and procedures.
- Deal with individual payroll, pension and benefits issues and queries. Communicate effectively with other staff on payroll matters within the organisation at all levels.
- Liaise with colleagues and providers regarding benefit schemes and arrange collection of contributions and submission of membership data.

2. Accounts payable process

Responsible for undertaking and managing the accounts payable process, to include:

- Record invoices received via post and email and assign to correct ledger codes to enable budget-holder approval.
- Reconcile goods received notes and statements to invoices received.
- Liaise with budget holders to ensure completion of approvals process and processing of supplier payments in a timely manner.
- Record payment of invoices, send remittance advices and liaise with suppliers.

3. Finance related duties

- Monitor and control petty cash transactions and reconcile on a monthly basis.
- Bookkeep transactions into appropriate bank accounts and ledgers in QuickBooks.
- Undertake bank account reconciliations to agreed timescales.
- Compile data for monthly information packs.
- Assist with end of year reconciliations, accounts preparation and audit process.

4. Administration duties

- Maintain accurate, up to date and confidential financial records e.g., staff records, in support of the smooth running of Jersey Hospice Care.
- Provide support and on the job training to administrative colleagues as required so that they can effectively and efficiently perform their role.
- Undertake any other reasonable duties as agreed by the Financial Controller or other senior staff.
- As and when required provide holiday or absence cover for colleagues in the Finance Team.

GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at Jersey Hospice Care are expected to comply with the general duties detailed below:

Infection Prevention and Control - Maintain a clean, safe environment, ensuring adherence to Jersey Hospice Care's standards of cleanliness, hygiene and infection prevention and control.

Safeguarding - Jersey Hospice Care is committed to safeguarding and promoting the welfare of adults, children, and young persons. All employees are therefore expected to behave in such a way that supports this commitment.

Foundation Level Safeguarding Training will be provided to all non-clinical employees and all clinical employees will be required to attend Safeguarding training in line with the Intercollegiate Document recommendations (RCN, 2018).

Information Governance - Jersey Hospice Care has undertaken to ensure that it meets its obligations to comply with the Data Protection (Jersey) Law 2018 and other guidance and standards of confidentiality and information security.

All employees have an individual responsibility for creating accurate records of their work and for making entries into and managing all records effectively in line with policies and procedures and to ensure Jersey Hospice Care meets its legal, regulatory and accountability requirements.

Governance - Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

Health & Safety - Ensure a safe working environment and be aware of responsibilities under the Health and Safety at Work (Jersey) Law 1989, taking appropriate action in the event of an accident to patients, employees, self, or any other person in the work area.

To co-operate fully in discharging the policies and procedures with regard to health and safety matters.

Whilst the aim of Jersey Hospice Care is to promote a co-operative and constructive view of health and safety concerns in the organisation, all employees must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

Volunteers – All employees have an individual responsibility to recruit, train and support volunteers as appropriate, to achieve Jersey Hospice Care objectives, making best use of volunteers and to minimise costs.

OTHER INFORMATION

Data Protection - Applications made in respect of this position will remain confidential, those that are unsuccessful will be kept for a period of 12 months from date of receipt at which point they will be destroyed. The application of the successful candidate will be kept on their personnel file for three years post termination of employment. For further explanation see Appendix A 'fair processing statement'.

Equal opportunities statement - Jersey Hospice Care is committed to eliminating discrimination and encouraging diversity amongst our workforces. We demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Jersey Hospice Care operates a strict no smoking policy.

NB: Although this is a comprehensive job description, you may be required to undertake other duties assigned by Jersey Hospice Care in response to organisational or service demands.

PERSON SPECIFICATION		
Payroll and Finance Officer		
Essential Criteria for selection		Desirable Criteria for selection
Qualifications and Training	<ul style="list-style-type: none"> GCSE/'O' levels in English and Maths or able to demonstrate excellent standard of literacy and numeracy. 	
Knowledge and Experience	<ul style="list-style-type: none"> Experience of processing payroll cycles and knowledge of Jersey CER submission process. Knowledge of payroll related legislation and requirements, or aware of where this can be found and an awareness of pensions requirements. A good working knowledge of accounting procedures 	<ul style="list-style-type: none"> Experience in processing payroll for a variety of working patterns and contracts. Experience working in a charity of not-for-profit environment.
Technical abilities	<ul style="list-style-type: none"> Good IT literacy. A proficient understanding and use of Microsoft packages in particular Excel and Word. An understanding of double-entry bookkeeping and main accounting concepts (ie. Accruals/prepayments) 	<ul style="list-style-type: none"> Previous experience using QuickBooks and Offshore Payroll.
Personal attributes	<ul style="list-style-type: none"> An understanding and ability to maintain complete confidentiality in the context of delivering end of life care services. Highly professional and with excellent interpersonal skills – ability to communicate with a wide range of people, confidently build and maintain relationships. Ability to work effectively with all levels within the organisation and with key external agencies. Excellent organisational skills with the ability to remain calm under pressure. 	

JERSEY HOSPICE CARE BACKGROUND

Specialist Palliative Care Team – The Specialist Palliative Care Team works collaboratively with all healthcare professionals island wide to ensure patients and their families receive expert advice and support in relation to palliative and end of life care in all community settings whether this is at home, in nursing and residential care homes or in hospital. The team will adopt a multidisciplinary approach to ensure that it provides complex symptom management and holistic care in order to provide patients with the optimum quality of life possible.

King Centre - The King Centre provides wellbeing services based on a rehabilitative approach that support patients affected by life limiting illnesses to enable them to live life as fully as possible, alongside their illness. The King Centre Team offers a comprehensive range of day services, including day hospice, physiotherapy, and complementary therapies. These services are provided by skilled practitioners through individual and group activities and are based upon the personal priorities, goals and needs of each patient.

In Patient Unit – The In-Patient Unit comprises of twelve single en-suite bedrooms and provides specialist 24-hour, individualised care with the aim of maintaining independence and dignity in a caring and supportive environment. Care is delivered by experienced, specialist Registered Nurses and Health Care Assistants, working with other members of the multi-disciplinary team, to ensure a holistic approach to the care of patients and their families.

Children & Young People Services - The Children & Young People Services are designed to support children and families with the challenges that having a life-threatening condition can bring. The CYP multidisciplinary team ensures each child and young person will have bespoke care, tailored to their individual medical, emotional, cultural, religious, and spiritual needs. However long or short a child's life may be, Jersey Hospice Care's is there to support every member of the family, every step of the way.

Bereavement & Emotional Support Service – The Bereavement & Emotional Support Service offers free, confidential counselling and support to anyone in the community who has suffered a loss, regardless of the nature of the bereavement. Both life limiting illness and grief following a loss can have a huge emotional impact. Our service is made up of a small team of qualified and experienced counsellors and trained volunteer bereavement support workers.

Education, Learning and Development Team - The Education, Learning and Development Team co-ordinate a broad range of academic and competency-based education programmes to support our employees irrespective of which department they work in to ensure competence and confidence in their roles. We also deliver external education across Jersey's health and social care community which focus on the principles and practice of palliative and end of life care. The overall aim is to achieve Island wide excellence in standards from a single point of education delivery.

Retail - There are two Jersey Hospice Care shops; a town shop in St Helier and a country shop in St Ouen, both operated by Jersey Hospice Care Retail Limited a wholly owned subsidiary trading company of Jersey Hospice Care. The shops are important sources of income, as well as providing a vital contact with the Island community.

Income Generation team - Are responsible for generating efficient, effective sustainable income for now and for the future. Notable key fundraising events are Million Pound Lottery, Dragon Boat Festival, 5000 Club and Christmas Tree collections.

Volunteers - Jersey Hospice Care depends on the generous support of a large body of volunteers who assist in a wide range of roles across all areas of the charity. These include helping in the shops, Day Hospice, In Patient Unit, Community Bereavement Service, fundraising and garden.

Support Services - The Support Services' employees are responsible for: People activities and support; administration tasks and projects; accounts management; reception; housekeeping; and our catering services. They provide support to Council, the Executive Team, and Senior Management, and are the first point of call for those ringing or calling at Jersey Hospice Care. They are vital to the smooth running of the charity.