

JOB TITLE: Charitable Funds Finance Officer

Band: Band 3

JOB OVERVIEW:

The Charitable Funds Finance Officer is an integral part of the Swansea Bay University (SBU) Health Board Charity finance team and supports the Charity by providing financial and administrative support to ensure the appropriate allocation and expenditure of donated funds to Swansea Bay Health Board Charity.

At the core of this role is a strong working relationship with the Charity Team, SBU Finance, Accounts payable and Procurement staff, as well as with Fund Advisors, donors, and other key staff, requiring the job holder to be at the centre of a wide inter-departmental network aimed at maximising patient benefit through the effective management of a variety of different charitable income streams.

Reporting to the Charitable Fund Finance Analyst, the post holder will answer financial queries from staff, suppliers and customers, and process financial information accurately and in accordance with procedures in order to provide information for statutory and charity returns.

To provide financial administration support to the Charitable funds finance analyst and financial advice to Charitable fund holders across the Health Board’s charity. The post holder will also liaise closely with the Health Board’s Charity team providing advice and support on governance around fundraising and other charity team functions.

Responsible to:

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| Reporting: Charitable Funds Finance Analyst | Accountable: Finance Manager Accounting | Professionally: Assistant Director of Finance |
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Main Responsibilities

Finance Administration

To provide financial support to the Finance Analyst – Charitable Funds with a range of duties to meet the requirements of stakeholders (donors, Staff, Patients and the Public)

To oversee the completion of task lists in line with month end closedown procedures and timetable

Assist in completion of control account reconciliations monthly and investigate any issues for resolution.

Ensure income coding is correct and liaise with the Accounts Receivable team to address any issues.

Monitor the charitable funds finance email inbox and answer queries, escalating to finance analyst where more complex.

Use Oracle to assist with month end processes.

Ensure all departmental policies and procedures are adhered to.

Assists in preparation of information to support the Charitable funds Year Accounts production.

Communication;

To handle sensitive information in a tactful and professional manner.

Be a team player and collaborate with Charity Team colleagues.

Deal sensitively with any donor-related communications.

Support enquiries about charitable funds and objects of charitable funds.

The post holder is responsible for taking phone calls, and liaising with internal staff within the team

Planning and Design

Plans and prioritises own workload, taking in to consideration agreed deadlines

Arranges and provides a service for meetings, preparing and circulating, papers, reports etc.

Provides requested information for the Charitable funds managers e.g. appropriateness of expenditure

Improvement, Monitoring, Policy/Service Development

Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Health Board.

Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

Management, Training & Leadership

Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

Finance and Budget

Assist the Finance Analyst with ensuring the Charitable funds are accurate, up to date and meet the requirements of the financial Control Procedures.

Digital and Information

Duties will include word processing, letter writing/formatting, distributing internal and external mail. The post holder will be responsible for preparing, arranging and minute taking for team meetings

To oversee the completion of task lists in line with month end, making line manager aware of any issues.

Completion of control account reconciliations monthly and investigate any issues for resolution.

Ensure income coding is correct, ensuring reconciliation to source data.

Triage Finance charitable funds Email inbox and answer queries efficiently and effectively.

Use the Oracle Financial Ledger and Dashboards to assist with the month end processes.

Input financial data into computerised and paper databases/systems. Create and update complex financial spreadsheets.

Research Development. Evaluation & Audit

Undertake general enquires from Charitable fund managers

Support year end audit enquires

| Essential Qualifications & Knowledge | Desirable | Essential Experience | Desirable |
|---|-------------------------|---|--|
| 5 'O' Levels / GCSE's including Mathematics and English AAT NVQ Level 3 or equivalent | Customer Care Training | Working in a team Demonstrate Personal Achievement | Knowledge of working in an NHS environment Financial Systems and Packages Working in an office environment |
| Essential Aptitude and abilities | Desirable | Other Essential Criteria | |
| Adhere to and can demonstrate SBU Values & Behaviours Proficient computer skills, Excel and Word Understanding technical accounting processes | Welsh Speaker (Level 1) | Desirable Special requirements to perform in the role e.g. Ability to travel within geographical area. | |

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| Well-developed communication & interpersonal skills Accurate and efficient standard keyboard skills | | Flexible to meet service needs |
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