



## Jersey Hospice Care JOB DESCRIPTION

<b>Job Title:</b>	Finance Assistant
<b>Reports to:</b>	Financial Controller
<b>Department:</b>	Finance
<b>Hours:</b>	37.5 hours (a minimum of 22.50 hours per week may be considered)
<b>Working Pattern:</b>	Monday to Friday, 7.5 hours per day
<b>Contract Type:</b>	Permanent

### 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 Clarkson House, Mont Cochon.

### 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. Accounts payable process**
- 2. Finance related tasks**
- 3. Administration tasks**

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. 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 account statements to invoices received and resolve any discrepancies and queries promptly.
- Liaise with budget holders to ensure completion of approvals process and processing supplier payments in a timely manner.
- Record payment of invoices, send remittance advices and liaise with suppliers.
- Ensure compliance with internal controls, financial procedures, and audit requirements including performing call-backs to verify account details.

### **2. Finance related tasks**

- Monitor and control petty cash transactions and reconcile on a monthly basis.
- Bookkeep transactions accurately into appropriate bank accounts and ledgers in QuickBooks.
- Support month-end processes, including accruals, prepayments, and ledger reconciliations.
- Undertake bank account reconciliations to agreed timescales.
- Assist with payroll administration tasks where required.
- Assist with budget monitoring and variance reporting.
- Compile data for monthly reporting packs.
- Assist with end of year reconciliations, accounts preparation and audit process.

### **3. Administration tasks**

- Maintain accurate, up to date and confidential financial records in support of the smooth running of Jersey Hospice Care.
- Respond to finance-related queries from colleagues, volunteers, and external stakeholders.
- Prepare routine correspondence, reports, and documentation as required.
- Work collaboratively with fundraising, retail, and clinical teams to ensure accurate flow of financial information.
- Provide general administrative support to the finance team and wider organisation.
- Undertake any other reasonable duties as agreed by the Financial Controller or other senior staff.
- Ensure confidentiality is maintained, particularly in relation to patient, donor, and financial information.
- 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.

<b>PERSON SPECIFICATION</b>		
<b>Finance Assistant</b>		
<b>Essential Criteria for selection</b>		<b>Desirable Criteria for selection</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE/'O' levels in English and Maths or able to demonstrate excellent standard of literacy and numeracy.</li> </ul>	
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>A good working knowledge of accounting procedures.</li> <li>Previous experience in an accounts payable or finance assistant role.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a charity of not-for-profit environment.</li> </ul>
<b>Technical abilities</b>	<ul style="list-style-type: none"> <li>Good IT literacy.</li> <li>A proficient understanding and use of Microsoft packages in particular Excel and Word.</li> <li>An understanding of double-entry bookkeeping and main accounting concepts (ie. Accruals/prepayments)</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience using QuickBooks.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>A team player with a collaborative and supportive approach.</li> <li>High level of integrity, honesty, and professionalism.</li> <li>Organised and methodical with strong attention to detail.</li> <li>Able to work independently and take initiative when required.</li> <li>Flexible and adaptable, with a willingness to support wider organisational needs.</li> <li>Empathetic and compassionate approach, aligned with the values of Jersey Hospice Care.</li> <li>Commitment to delivering high-quality work and continuous improvement</li> </ul>	

## JERSEY HOSPICE CARE BACKGROUND

**Specialist Palliative Care Team** – Our Specialist Palliative Care Team works in close partnership with healthcare professionals across the entire Island, ensuring that patients and their families receive expert guidance, compassionate support, and specialist input at every stage of palliative and end-of-life care. Whether care is delivered at home, in nursing or residential settings, or within the hospital, the team provides seamless, high-quality support wherever it's needed most. With a strong multidisciplinary approach at its core, the team brings together a wide range of skills and perspectives to deliver complex symptom management and truly holistic care. Their shared purpose is simple yet powerful: to help every patient achieve the best possible quality of life, with dignity, comfort, and personalised support throughout their journey.

**Living Well team** – Our Living Well Team works closely with our specialist colleagues to provide compassionate, generalist palliative care to islanders—supporting them as they navigate every aspect of their journey. Whether it's managing symptoms, understanding finances, making important decisions, or simply coping with the everyday tasks we often take for granted, the team is there to guide, encourage, and empower. Care is delivered wherever it's needed most: in the comfort of patients' homes or in our welcoming King Centre clinics. Our nurses walk alongside patients and their families every step of the way, promoting independence, building confidence, and creating opportunities for people to live well—on their own terms, with dignity, choice, and support.

**King Centre** - The King Centre offers a vibrant range of wellbeing services designed to help people living with life-limiting illnesses continue to live as fully and confidently as possible. Taking a rehabilitative and empowering approach, the team walks alongside patients as they navigate their illness, helping them focus on what matters most to them.

Our dedicated King Centre Team provides a rich mix of day services—including day hospice support, physiotherapy, and complementary therapies. These sessions are delivered by skilled, compassionate practitioners through both individual and group activities, all tailored to each person's unique goals, priorities, and needs. At the King Centre, every interaction is centred around helping patients regain a sense of strength, connection, independence, and possibility.

**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.

**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 three Jersey Hospice Care shops: a town shop in St Helier and a shop in the east and a shop in the west. All are 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.