



Wigan & Leigh Hospice



# Recruitment pack

Finance Manager  
April 2025



Thank you for showing an interest in working for Wigan & Leigh Hospice.

Our services enable people with a life limiting illness to live well for as long as possible, by providing them, and those closest to them, with outstanding care.

Hospices play such an important role in their community, and Wigan & Leigh Hospice is no exception to that. We support almost 1400 people every year, when they need it most.

Our hospice services are only available thanks to the support of the local community who first came together just over 40 years ago to help us to open our hospice doors, and who continue to help us to keep our services running.



# About the role

We are looking for an experienced Finance Manager who will oversee the day-to-day operations of the finance function.

With responsibility for a small team of three, as Finance Manager, you will ensure the accurate and efficient management of financial transactions, reporting, and compliance.

We are looking for an excellent communicator, who is approachable and self-motivated and prides themselves on being a supportive team leader. You will have the ability to manage multiple priorities, meet deadlines and work under pressure in a calm and collected manner.

## ***The successful candidate will:***

- Be CIMA/ACCA (or equivalent) qualified
- Have experience of working in a multi-disciplinary finance environment
- Have excellent attention to detail and accuracy
- Have experience in managing and mentoring a small finance team
- Be experienced in using Sage 50 or similar accounting software.

The hospice is a charity which is firmly embedded in its community and relies on the support of that community to keep its services running. Often people are surprised that hospices rely so heavily on donations to deliver such essential services, but every day we need to raise £12,000 just to keep the hospice running.

Every day we see first-hand how the hospice supports this community and what impact this has. By joining Team Hospice, you'll be part of a dynamic, committed and values-led team which makes an important contribution to its community.

# What are we offering?

**Salary:** £38,928 - £40,796 per annum

**Working hours:** 37 hours per week. Monday to Friday 8.30am - 4.30pm (Friday finish at 4pm). Flexible working requests will be considered.

**We are also proud to offer a wide range of benefits, including:**

- A warm and welcoming working environment,
- Hybrid approach to working,
- 35 days annual leave inclusive of bank holidays, increasing with length of service,
- Contributory pension scheme,
- Free car parking,
- Subsidised lunches,
- Cycle to Work Scheme,
- Shopping, leisure and holiday discounts
- On demand GP,
- Westfield Health - Health Cash Plan
- Life Assurance,
- A range of wellbeing initiatives.

“One thing I’ve learned during my time at the hospice is just how many people come together to make a difference to the lives of our patients and their loved ones, providing care and comfort when they need it most.”

# Person Specification

Qualifications and Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• CIMA/ACCA (or equivalent) qualified</li><li>• Excellent attention to detail and accuracy</li><li>• Experience of working in a multi-disciplinary finance environment</li><li>• Experience in managing and mentoring a small finance team, including conducting 1:1s and supporting professional development.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Experience of working in charity / public sector finance role</li></ul>
Skills and Abilities	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Proven ability to maintain accounting systems while implementing strong internal controls and process improvements.</li><li>• Experience using Sage 50 or similar accounting software</li><li>• Proficient in the use of MS Excel (including formulas, pivot tables and data analysis)</li><li>• Strong working knowledge of chart of accounts management and general ledger structures, including their role in financial reporting.</li><li>• Knowledge of the principles of Information Governance, confidentiality and data protection.</li><li>• Experience managing financial audits and liaising with external auditors.</li><li>• Excellent communication skills, with the ability to present financial information clearly to both financial and non-financial stakeholders.</li><li>• Experience in cashflow management.</li><li>• Experience in supporting a budget setting process.</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Understanding of restricted and unrestricted funds, donor reporting and compliance</li><li>• Previous experience of preparing VAT returns.</li></ul>
Personal Qualities & Attributes	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Ability to manage multiple priorities, meet deadlines and work under pressure in a calm and collected manner.</li><li>• Approachable, motivated and a supportive team leader.</li><li>• Commitment to personal and professional development.</li></ul>





## How to apply

Applicants should submit their CV along with a supporting statement stating how they meet the criteria detailed in the person spec to [hr@wlh.org.uk](mailto:hr@wlh.org.uk)

The deadline for applications is Monday 21 April 2025. Interviews will be held at Wigan and Leigh Hospice on Monday 28 April 2025.

If you would like to discuss the role further, please contact [hr@wlh.org.uk](mailto:hr@wlh.org.uk) to arrange this.