

Sheffield
Hospitals
Charity

Finance Officer

Job Description

March 2025

Hello you!

I'm Judith, Finance Director at Sheffield Hospitals Charity.

The Finance Officer role is a key role within the finance team, helping to drive improvements, build relationships and produce accurate financial information. The quality of financial information has improved over the past 12 months, with a real focus on financial processes, value for money, systems and development of staff. The finance team is committed to ensuring all systems and processes are as efficient, compliant and effective as possible. We've worked collaboratively to improve the financial knowledge of the whole charity team, and we work closely with budget holders to manage and produce accurate forecasts/budgets.

Last year, we launched our three-year strategy (2024-27) which seeks to put us on track with exceptional relationships across both our beneficiary NHS Trusts, develop meaningful relationships across the broader healthcare sector in Sheffield, and ensure that our grant-making is driving the greatest possible impact. Directors and their teams are now familiar with monthly forecasting and setting budgets. The finance team works well with teams across the whole charity, with the SLT, our Trustees, and our Trusts to understand their financial information requirements so that all parties can make better-informed decisions.

We are entering into year two of our strategy with robust budgets and excellent projects to fundraise for. The finance team will be building on improvements to date, with emphasis on building relationships with other charities and enhancing the relationship with the Trusts that we support, particularly in regard to procurement. This will increase value for money.



Our NHS Trusts employ over **22,500 staff** who care for over **two million people** each year. As the official charity of Sheffield Teaching Hospitals NHS Foundation Trust and Sheffield Health and Social Care NHS Foundation Trust, we have the largest health remit of any charity in the city. With various specialisms across our Trusts, patients from the surrounding areas in South Yorkshire and North Derbyshire are also cared for in Sheffield.

My background is charity finance, I've been a Finance Director in the charity sector for 8 years. Relationship building coupled with understanding financial information requirements and improving the format of financial information to stakeholders is key for success. We all have a vital role to play in this team and you'll have my full support to assist where you need me to.

We're looking for someone who is a strong team player, proactive, accurate and can build strong relationships. We still have lots to do but have come a long way too.

If you're up for a challenge and want to be part of a great team, I'd love to hear from you.

- **Judith Mouldale**, Finance Director



We are Sheffield Hospitals Charity

We help Sheffield's hospitals, community teams and health and social care services to cover costs their NHS budgets can't. We fund support for patients and staff, life-changing research and more, so that we can enhance care from **birth to the end of life and everything in between.**

We provide additional funding to **Sheffield Teaching Hospitals NHS Foundation Trust** and **Sheffield Health and Social Care NHS Foundation Trust** who support people at every stage on life's journey. From welcoming babies into the world on the **Jessop Wing**, to supporting cancer care at **Weston Park**, and specialist care at the **Royal Hallamshire, Charles Clifford** and the **Northern General**.

Somewhere along the line, our funding is likely to have helped you or someone you love.

As well as funding provisions for patients, our grants also contribute to training, equipment and wellbeing projects for NHS professionals.

By looking after the staff and services at the centre of patient care, we're making sure they're ready to look after you.

The work we fund is only possible through generous donations, fundraising events, corporate support and a coming together of our community. With your help, we'll make sure that the care you and your loved ones receive is the best it can be.

Further information:

[Sheffield Hospitals Charity Strategy 2024-27](#) and [Impact Report 2023/24](#).

Our **vision**

Every person cared for and working in our hospitals, community and social care services is treated with compassion and has access to the best equipment and treatments in the best environments.

Our **mission**

We help Sheffield's hospitals, community teams and health and social care services to cover the costs that the NHS can't. By funding support for patients and staff, life-changing research and more, we enhance care from birth to the end of life and everything in between.

Our **values and behaviours**



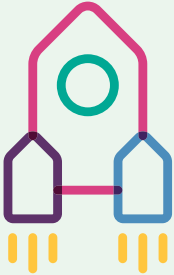
We're the best together

We work collaboratively with our beneficiary Trusts and other organisations to have the greatest impact for the people of Sheffield. We help our supporters and volunteers to give back to the NHS in ways that suit them. We employ talented people and encourage each other to be the best we can be.

Expected behaviours:

- I seek input from my colleagues and take advice from others to deliver the best I can
- I proactively seek out opportunities to collaborate with others so that we can achieve more for our NHS
- I look after and look out for my colleagues; lending a hand and lifting them up

We go the extra mile

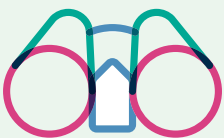


Whether you're a patient, NHS staff, supporter or employee, we strive to make people feel uplifted. Our funding is always above and beyond what the NHS can provide, and we ask, 'How can we fund the best outcomes in this area?'. We go the extra mile for each other, our beneficiaries and our supporters, and ask, 'How can we help?'. As a team, we celebrate our successes and work hard to improve and innovate.

Expected behaviours:

- I am audience-led, in line with the needs of the charity, giving people the best experience of working with Sheffield Hospitals Charity
- I am proactive and solutions-focused, bringing proposals and solutions to the table
- When I can't help to deliver a task or solve a problem, I aim to find someone who can

We look to the future

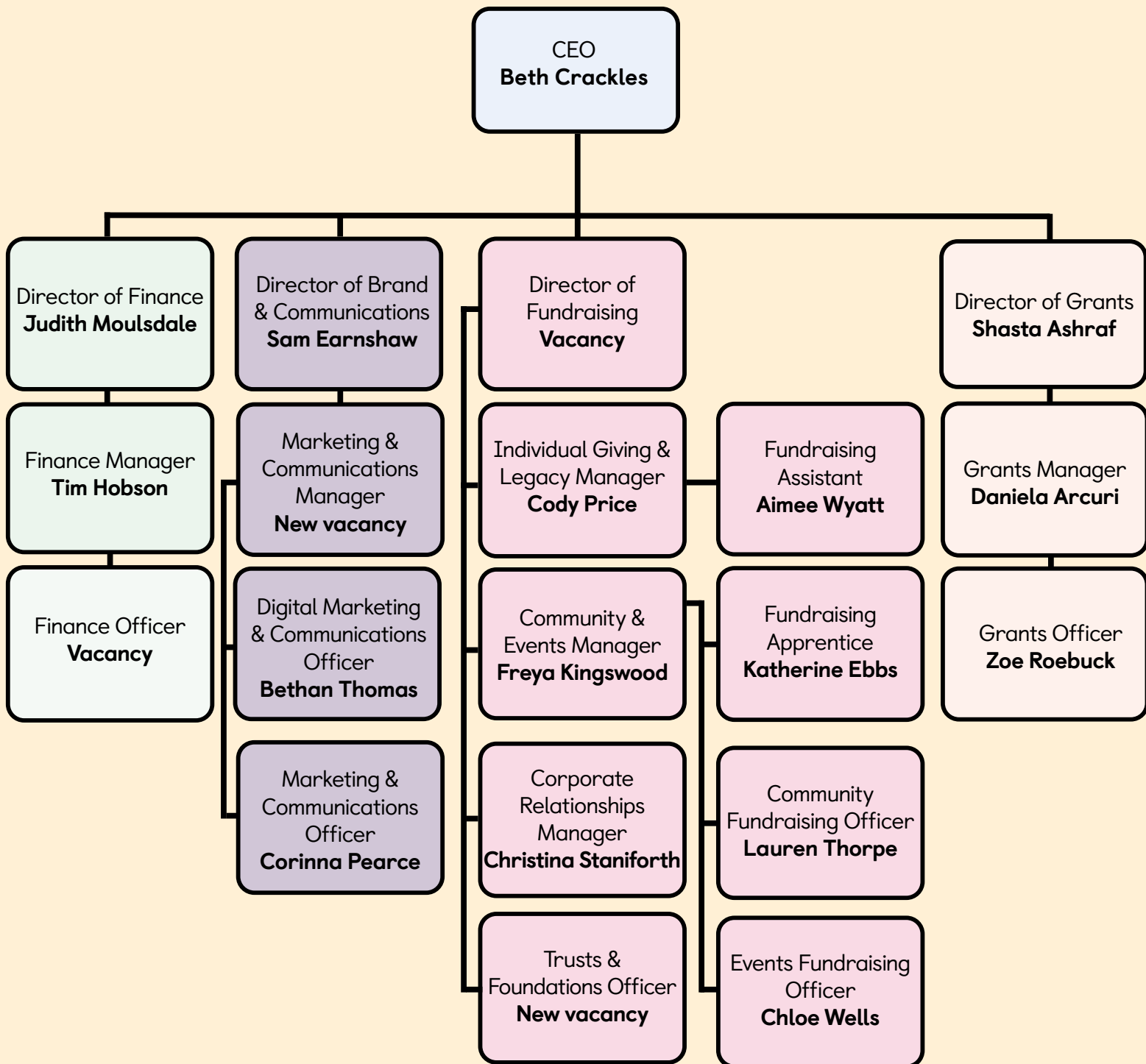


We help build a brighter future for the NHS in Sheffield. When funding, we ask, 'How will this help our Trusts now and in the future?'. As a charity, we aim to be financially and environmentally sustainable. When investing in our charity, we ask, 'Does this help build a sustainable organisation and a happy, productive team?'.

Expected behaviours:

- I consider what is best for the charity, not just my area, and I think about the short, medium and long-term when making decisions
- I make time for learning as an individual and with my team, and take learning into future projects
- I am ambitious for the charity and bring new ideas and ways of working to help us be better

Our structure



Job description

Finance Officer

Responsible to: Finance Manager

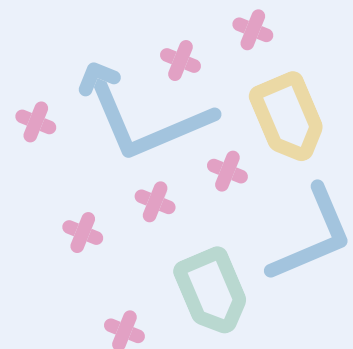
Hours: 1FTE - 37.5 hours per week, permanent

Location: Sheffield Hospitals Charity, Leah's Yard, Sheffield, S1 4HP (hybrid, e.g. some home-working, and flexible working options available)

Salary: £27,000 - £30,000 FTE

Key working relationships: Directors, Managers and wider charity staff, Sheffield Teaching Hospitals NHS FT staff (namely Finance, IT and Facilities), Sheffield Health and Social Care NHS FT (namely Finance), charity supporters, volunteers and suppliers

Equity and diversity: Sheffield Hospitals Charity is committed to equity and diversity and we positively welcome applications from all backgrounds and sections of the community. Should you require any assistance in applying for the position, please get in touch. If you can do the job and bring a new perspective, we would love to hear from you.



Purpose of the **role**

As Finance Officer you will support the Finance Manager with a variety of finance tasks, including the processing of charitable income and expenditure (purchase ledger). You'll be the first point of contact for finance queries and assist with preparing and providing information to relevant parties internally and externally. You will liaise directly with the Charity's Fund Champions for NHS Study Leave applications and support the processing of grant giving.

You'll also be responsible for business administration for key functions of the charity as a whole, being the liaison between Sheffield Hospitals Charity with IT (outsourced) and ensuring that our HR system (Access People HR) is maintained, and that staff inductions and training are planned.

With excellent interpersonal skills and attention to detail, you'll have a flexible and communicative approach to your work and will be comfortable working on your own and as part of a team.



What you'll be **responsible** for

Finance

- Accurately inputting data into the Charity's accounting system (Access Financials) and CRM (Beacon)
- Providing accurate information on the Charity's processes, funds and grant making processes
- Preparation and production of accurate Charitable Funds payments/invoices, ensuring that the correct payments are made and in a timely manner
- Liaising with Charity suppliers when necessary to discuss invoice disputes
- Providing financial information to fundraisers as required
- Monitoring the charity's donations, ensuring money is received correctly and that the correct information is present for each donation, and being responsive to any non-compliance
- Preparation and sending of debtor accounts, ensuring that any outstanding debts are recovered
- Acting as the first point of contact for finance queries from donors, bereaved family members, Funeral Directors and NHS staff

Business administration

- Maintaining Charity's HR system (Access People HR), acting as the first point of contact with the supplier and ensuring all charity-wide documentation held on it is up-to-date.
- Acting as the Charity liaison for IT systems setting up new users and accounts as required with allocation of IT equipment to staff (IT is outsourced)
- Organisation of induction for new members of the Charity Team (full day NHS induction)
- To ensure all employees hold a DBS certificate and liaise with employees to submit appropriate paperwork
- Oversight of the yearly completion of the Display Screen Equipment Assessment by each staff member, highlighting any issues to the Finance Director
- At all times, respect the confidentiality of information relating to patient stories, staff and volunteers

N.B This job description summarises the key features of this role, it is not intended to be a detailed description and does not cover all the duties that the job holder may reasonably be expected to fulfil.

What you'll bring

Experience and knowledge	Essential or Desired	Assessment A/I (Application/ Interview)
A qualification in a related discipline or AAT membership	D	A
Experience of completing a broad scope of tasks within a finance function	E	A,I
Knowledge of accounting and accounting software	E	A,I
Strong IT skills including the use of databases and MS Office	E	A
Experience of liaising with suppliers	E	A
Experience in an administration role	E	A
Experience of IT, HR and/or facilities management	D	A,I
Positive and approach to problem solving	E	I
Ability to communicate in a kind and personable way	E	A,I
Previous charity experience desirable	D	A

Employee **benefits**

We want all our team at Sheffield Hospitals Charity to be passionate, professional, friendly, and inclusive. We care about what we do to support our NHS and the work we do together.

Sheffield Hospitals Charity benefits include:

- 25 days annual leave (plus Bank Holidays)
- 3 days additional leave covering office closure over the Christmas period
- 6% pension contribution
- Westfield Health Cover
- NHS Blue Light Discount Card
- Death in service cover
- Excellent training and development opportunities
- Open plan offices at Leah's Yard in the Heart of the City



How to apply

INCLUSIVE
CONSULTING

EST. 2019



Inclusive Consulting, our recruitment consultants, would welcome the chance to speak with you in more detail about the role.

www.inconsulting.co.uk

Email the team (james.hamiton@inconsulting.co.uk) or call **07971 673 187** for an informal chat.

Please send your CV and a supporting statement outlining how your experience matches the person specification and why you think you are the right candidate for the job to james.hamiton@inconsulting.co.uk.

The supporting statement should be no more than two sides of A4.

Please note Sheffield Hospitals Charity will not accept direct applicants for this position.

Key dates:

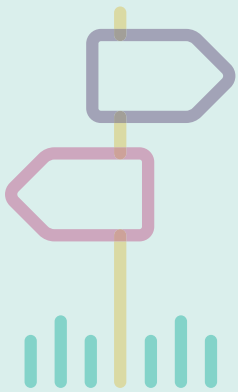
The closing date for applications is **2 April 2025**

Interviews with Inclusive Consulting: **3/4 April 2025**

Interview with Sheffield Hospitals Charity: **8 April 2025**, in person

If you are unavailable for the above interview day, please state your nearest possible availability in your covering letter.

Where to **find us**



Sheffield Hospitals Charity,
Leah's Yard,
20 Cambridge Street
Sheffield
S1 4HP



www.sheffieldhospitalscharity.org.uk



sheffieldhospitalscharity



sheffieldhospitalscharity



sheffhospitalcharity



SHCFundraising