



Southampton
Hospitals Charity

Management Accountant Recruitment pack



Welcome

Thank you for your interest in the role of Management Accountant. This is the first time that Southampton Hospitals Charity has recruited for this position, and it comes at an exciting time in the Charity's existence. I'm delighted that you may be considering making an application.



On the 1st April 2024, the Charity became independent from the NHS, enabling us to grow our reach and impact more effectively, and continue to deliver improvements to the care our local community receives. It also enabled us to implement our own systems and reporting structure, and this role will be crucial in providing vital support to our fundraisers and grant-making teams, so that we can be as efficient and effective as possible.

We are an extremely friendly team, and we are keen to make sure that everyone's working environment and work life balance are the happiest they can be. The role is offered on a hybrid basis, with roughly 60% in-office time (or more if you'd like), free parking near our offices at Ocean Village, up to 10% employer's pension contribution and 27 days holiday (full time equivalent), plus bank holidays, a year. This role is offered at between 20 and 22.5 hours a week, so could be worked for example over three, four or five days (our normal working day is 7.5 hours).

In return, we'd like someone thoughtful, committed and communicative, who will use their technical skills and experience to really make a difference, producing management information that will be used to impact our decisions and the course of our charity.

We'd be delighted to hear from you.

Lesley Kirk
Director of Finance

About the Charity

Who we are

Southampton Hospitals Charity works to improve the care and services provided by University Hospital Southampton NHS Foundation Trust. We make grants to support with improving patient care, clinical outcomes, the hospital environment, and pioneering research.

Our incredible supporters enable us to make a difference to thousands of patients every year. Our mission is to raise funds to support world class healthcare at University Hospital Southampton NHS Foundation Trust, and we work to ensure that donations have a real impact for patients, staff, and families.

Our vision

Our vision is for Southampton to be a city of good health, enabled by outstanding medical care and innovative world-leading research.

Our mission

Our mission is to deliver grant programmes that are instrumental in driving outstanding clinical care and outcomes for patients accessing hospital and community services.

Our intention

To Think Big

We will make a significant difference to patients and their families.

To Think Local

We will become Southampton's health charity of choice.

To Think SHC

We will be a best-in-class NHS charity, delivering for supporters.

Our work so far

Modernising patient and family environments

Some of our most impactful work involves refurbishing and creating dedicated patient and family spaces across the hospital. These projects help create modern, comfortable, and welcoming wards, clinical spaces, waiting areas, and relatives' rooms.



Supporting patients in and out of hospital

We are committed to supporting holistic patient care, including patient wellbeing and prevention and early intervention initiatives that promote long-term health and independence.



Research and innovation

From research into new treatments for children with cancer, to exploring the connection between diabetes and liver disease, and investigating how artificial intelligence can support better diagnosis and treatment of patients, we are committed to supporting groundbreaking research and innovation, helping to develop new ways of working and better treatments for patients.



Job and role description

Job title: Management Accountant

Reports to: Director of Finance

Role purpose

Working closely with the Director of Finance and teams around the Charity to prepare monthly management account and ad hoc management reports, and to undertake project work as requested.

Main responsibilities

Management Accounts preparation

- Account for accrued income and expenditure, including:
 - Accrued legacy income
 - Accrued trust income
 - Other accrued income
 - Accrued grant expenditure
 - Normal accruals and prepayments
- Reconcile all control accounts regularly
- Prepare and post journals as required
- Prepare monthly management accounts, including restricted and unrestricted reserves

Record keeping

- Contribute to the proper maintenance of book keeping records where necessary, to comply with statutory, financial and GDPR regulations
- Assist in gathering documentation for audit, ensuring necessary information is organised and available
- Assist in year-end statutory accounts preparation
- Ensure that all relevant finance processes and systems are adhered to

Other

- Liaise with fundraising team to assist in reconciliation of finance software to fundraising CRM software
- Produce ad-hoc reports as required
- Complete government and other surveys as required
- Represent the Charity in all dealings with internal and external stakeholders in a professional and efficient manner.
- Champion our code of behaviour and act as a role model, ensuring that our safeguarding and other key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.
- Perform other duties as reasonably required in line with the nature of the role.

Person specification

Knowledge and experience

- Qualified or part-qualified ACA, ACCA or CIMA
- Experience of management accounts preparation
- Experience of working with accounting software
- Experience of reconciliations
- Demonstrable experience of accounting in a charitable organisation would be useful but not essential.

Skills, abilities, and behaviours

- A drive for accuracy
- Excellent problem solving skills
- Excellent communication skills – liaison with other charity staff will be essential
- Excellent technical accounting skills
- A drive for adherence to processes
- Considerable IT skills, including database work and Excel
- Good written communication skills
- Commitment to team-working and respect and consideration for the skills of others

Terms of appointment and how to apply

Reports to: Director of Finance

Salary: £48,000 (FTE), pro ratad according to contracted hours

Hours: 20-22.5 hours per week

Contract: Permanent

Pattern of work

We offer hybrid working to provide flexibility for our staff. As part of this approach, the required time working in the office for this role will be dependent on contractual hours, but will equate to at least roughly 60%.

Place of work

Our new head office in Ocean Village, Southampton, with occasional visits to Southampton General Hospital.

Benefits of working here

- Between 5% and 10% matched pension contribution.
- 27 days paid annual leave (plus bank holidays), pro-rata according to contracted hours.
- Generous enhanced maternity, paternity, and adoption leave schemes, alongside statutory entitlements.
- Access to Occupational Health support.
- Employee benefits package via Vivup.

How to apply

For an informal discussion about the role please contact Lesley Kirk, Director of Finance via lesley.kirk@southamptonhospitalscharity.org, before 23rd August, or after 9th September.

To apply, please send the following to Alex West, Business Manager via recruitment@southamptonhospitalscharity.org:

- Your CV (no more than two sides).
- A supporting statement (no more than one page) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Closing date: Monday 15th September

Interviews: Mid to late September



Southampton Hospitals Charity is a charitable company limited by guarantee, registered in England and Wales (Company No: 15421829, Charity No: 1206909).

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