



Friends of the RUH (Bath)

Job Title: Head of Finance (Part-Time)

Location: Friends of the RUH (Bath) offices within the Royal United Hospitals Bath

Hours: 22.5 hours per week

Salary: £40,000 pro rata

Reporting to: Chief Executive and the Finance Trustee

Contract Type: Permanent

About the Charity

The League of Friends of the Royal United Hospitals (Bath) was established in 1957. We are an independent charity working in partnership with our beneficiary the Royal United Hospitals Bath Foundation Trust.

Our main source of income is our Shop in the Atrium and our Café at B18 which together generate an annual turnover of £1.4 million.

From our surplus profits we provide grants to the hospital to improve the care and support for patients. This year we made £400,000 available to the RUH and plan to make a further sum available later this year.

We are looking to broaden our income sources. The postholder will play a pivotal role in the creation and development of these new activities and ensuring they are a financial success.

The charity also provides the hospital's volunteer recruitment service, last year providing over 200 volunteers who gave over 22,000 volunteer hours across the main hospital site.

Role Purpose

The Head of Finance will advise on the financial implications of the charity's strategic plan and oversee day-to-day financial activities, ensuring robust financial management, regulatory compliance, and strategic insight to support the charity's mission. This is a senior leadership role suited to a qualified finance professional.

Key Responsibilities:

- Along with the Finance Trustee prepare and monitor the annual budget, and prepare monthly and quarterly management accounts, forecasts, and cash flow reports.
- Contribute to the senior leadership team focussing on the charity's financial management

- Prepare and review reports for the Board of Trustees or sub committees on the financial implications of current or proposed projects or undertakings.
- Maintain accurate financial records of our retail, volunteering, fundraising and governance activities and oversee the work of the external bookkeeper.
- Manage the charity's Grant Funding Programme and maintain associated financial records.
- Manage the charity's bank accounts and make payments to suppliers.
- In conjunction with the Finance Trustee prepare reports for the Board about the charity's investment portfolio and undertake instructions regarding any reinvestment or draw down.
- Regularly review the accounting records and feeder systems, policies and procedures to ensure the accuracy of VAT returns, income and expenditure, coding, and reconciliations.
- Along with the Finance Trustee manage relationships with the external auditors and accountants and jointly prepare year-end financial statements.
- Manage the charity's insurance arrangements.
- Keep the external payroll provider updated with staffing changes and ensure the veracity of the monthly payroll.
- Maintain records of legacies and manage the relationship with donors' legal representatives.
- Ensure compliance with the reporting requirements of the Charity Commission, HMRC and other statutory bodies.
- Implement improvements to financial systems, controls, and procedures.

Person Specification

Essential:

- Qualified accountant (ACA, ACCA, CIPFA, CIMA) or equivalent experience.
- Proven experience in a senior finance position
- Understand the Charity SORP and fund accounting.
- Excellent financial planning, analysis, and reporting skills.
- Ability to communicate complex financial information clearly to non-finance stakeholders.
- Strategic thinker with a hands-on approach.
- Experience with financial information systems

Desirable:

- Knowledge of charity governance and risk management.

- Experience supporting retail, fundraising, grant reporting.
- Experience in the charity or not for profit sector.

How to Apply:

To apply, please go to our website at [Jobs & Volunteering Opportunities Friends of the RUH Bath](#) and fill out our application form that is located at the bottom of the page, submitting your CV and personal statement setting out why you are interested in the role and your experience in meeting the person specification. Once completed, click on the Apply button.

The closing date is Monday 19th January at 9am.