



## Job description

<b>POST:</b>	Financial Services Apprentice
<b>BASE:</b>	DSFS at Chesterfield Royal Hospital NHS Foundation Trust
<b>SALARY RANGE:</b>	Salary £10,296
<b>GRADE:</b>	Apprentice
<b>REPORTS TO:</b>	Head of Financial Services
<b>ACCOUNTABLE TO:</b>	Head of Financial Accounting

### About Derbyshire Support & Facilities Services (DSFS)

- Provide high performing, high quality and efficient support services that maintain or exceed current required quality and performance measures;
- Ensure Chesterfield Royal Hospital NHS Foundation Trust has the support service infrastructure to continue to deliver sustainable and safe clinical services to its patients;
- Provide an environment that continues to offer opportunities and security for our workforce - ensuring improved staff satisfaction and morale;
- Create a flexible approach to recruitment and retention to address specific workforce pressures and risks in some areas of support services;
- Provide greater flexibility and freedoms to enable commercial opportunities to be maximised and generate new income to the company to support better patient care;

### DSFS's Vision and Values

DSFS are proud to be striving to achieve a truly diverse and inclusive workforce by valuing and welcoming everyone's abilities, uniqueness and individuality. All our colleagues have the right to and should be able to feel 100% themselves at work; we believe that all our people add to and should improve our culture and not just fit in with it. By embracing our diverse backgrounds and differences our culture becomes richer and makes us stronger together.

Our **vision** is to provide '**Service excellence through our people**' by working the DSFS Way and following the DSFS values.

#### Living our DSFS values:

- **Responsive** – Always responsive to our customer's requirements and requests.
- **Reliable** – We consistently do what we say we will do
- **Resourceful** – We all have permission to be creative, imaginative and feel encouraged to make a difference
- **Respectful** – Being respectful, kind and professional.

#### Achieving our Strategic Objectives:

- **Service Excellence** – by exceeding customer expectations
- **People Excellence** - being an exceptional organisation for our people
- **Adding value** - to everything we do
- **Commercial presence** – by developing our commercial interests

*Responsive, Reliable, Resourceful, Respectful*  
Service Excellence Through Our People



DSFS aims to be a first-class provider of sustainable healthcare services, delivering the best possible care for our patients; and being a great place to work for our people.

DSFS recognises the impact we have on the local economy, society, and environment, and are committed to continually working to integrate public health and sustainability into our core business. We aim for all employees to have an increased understanding of sustainability, planetary health and how the health outcomes of the service are measured against its environmental, social, and economic costs. As an employee you will be expected to proactively support any such “green/environmental initiatives” that form part of your normal work role within your own department or work area and incorporate sustainable behaviours into everyday practice in your role at work including using resources efficiently; reducing energy use by turning off equipment when not in use, turning off lights and closing doors to control temperature; reducing waste; using the reuse system and recycling facilities; minimising travel and using sustainable travel where possible; and you will consider the environmental/sustainable impacts of purchases if your role involves procuring goods and services.

### **Job Purpose**

To assist with the processing of supplier invoices for payment within the terms of the Better Payment Practice Code. Assist in maintaining an up-to-date supplier register. Be a member of a team processing approximately 70,000 invoices to a value of £250 million Per annum. To assist with the provision of information and respond to queries from staff, suppliers etc. either verbally or in writing (including email). Assist with the provision of financial information to line manager and other staff in the organisation in accordance with agreed procedures. Escalate complex queries to team leader or other staff as appropriate. Maintaining effective working relationships, ensuring delivery of a professional service focused on achieving a high level of customer satisfaction.

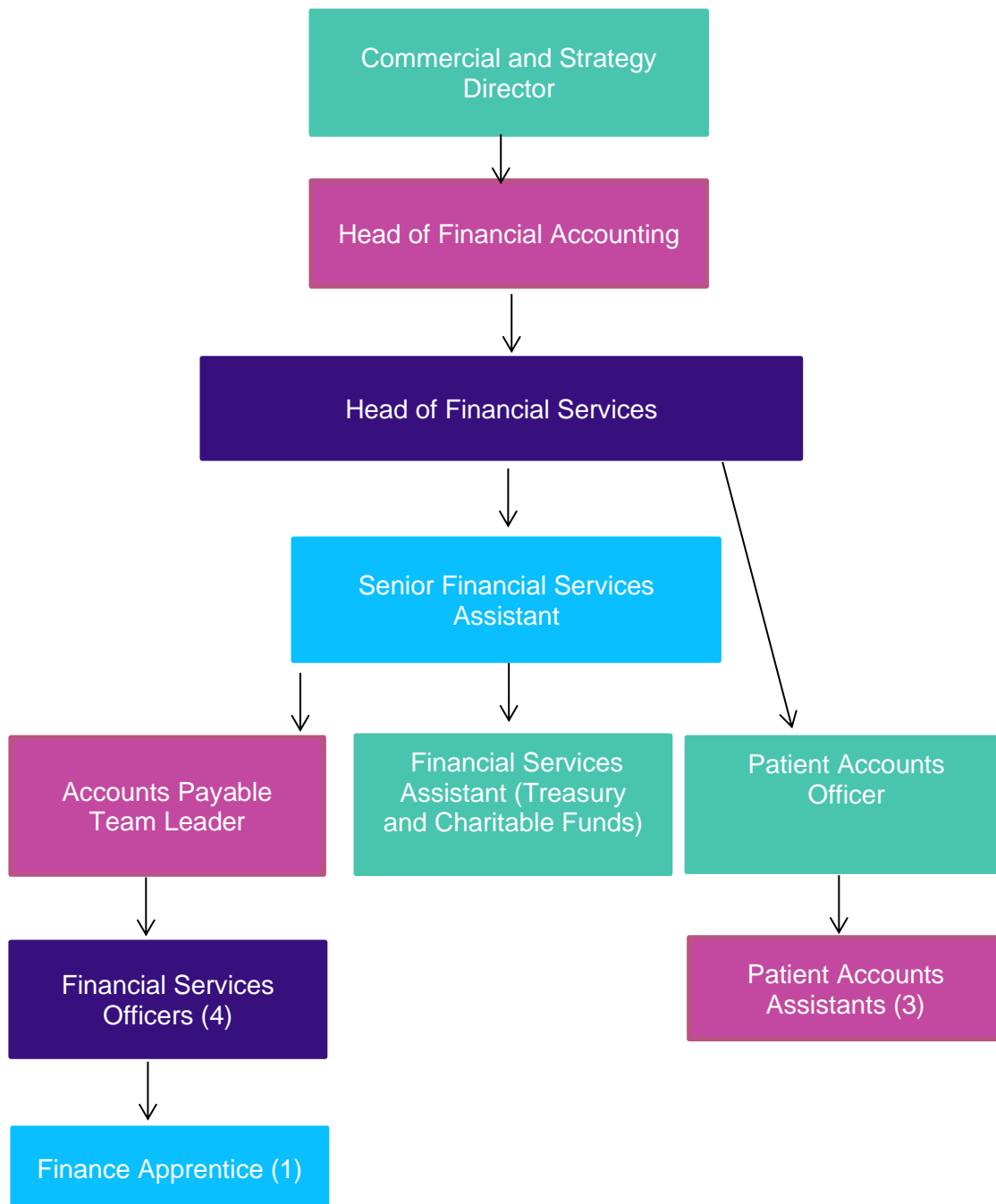
### **Key Result Areas**

- Assist with the sorting of incoming Purchase Ledger post and emails. Identify and prioritise invoices with discounts, on short credit terms and those requiring immediate payment.
- Assist with the scanning and /or drop in pdf invoices in a timely manner - sorting correctly into invoices with Purchase Orders, Invoices without Purchase Order, duplex pages etc.
- Accurately check invoice details exported against the image.
- Assist with the processing of supplier invoice/credit notes promptly and in accordance with DSFS Ltd.’s Financial Procedures using Unit 4 Business World, ensuring all fields are completed and all imputing errors are identified and corrected, including accurate recording of Construction Industry Scheme (CIS) transactions.
- Assist with accurately identifying invoices requiring authorisation and coding and distribute via workflow to the appropriate DEPT CODER in accordance with financial procedures.
- Assist with the checking of supplier invoice/credit notes against purchase order information. Distribute via workflow to the appropriate person for booking in if required.
- Assist with the identification of price/quantity variances and liaise with procurement to obtain approval for payment.
- Assist the team to resolve discrepancies relating to supplier invoices, statements, and orders, or referring to the appropriate person for action.
- Assist with the checking of invoices to ensure VAT is recovered in all appropriate cases. If processing a Trust invoice check to ensure VAT is allocated to the relevant Contracted Out Services reclaim category. Liaise with Accounts Payable Team Leader to assist in preparing journal adjustments as appropriate in line with Contracted Out Services guidelines for any omission at processing or any amendments.



- Actively participate in VAT reviews with the Trust's external VAT consultants and liaise as necessary with them throughout the year.
- Assist with the identification of invoices to be paid via Charitable Funds and forward to Financial Services Officer for Treasury and Charitable Funds.
- Deal with requests/queries appropriately and promptly from internal and external suppliers and know who to refer to actively expedite payment. Check supplier statements and take appropriate action to resolve outstanding issues.
- Assist with the review of the unprocessed invoice report and take action to solve outstanding issues.
- Assist with the review of the Purchase Ledger reports for reconciliation and system maintenance (e.g. Better Payment Practice Code 30+ days).
- Assist with the maintenance of the Register of Supplier Forms, working together with the Accounts Payable team, Procurement and Patient Accounts in requests for new supplier accounts, changes in supplier name, address, bank accounts details, duplicate supplier accounts etc. and assist in updating the Purchase Ledger system accordingly.
- Contact new and amended suppliers to obtain or verify correct information. Actively work to spot Mandate Fraud and assist with the Trust's Counter Fraud team in updating staff with latest communication and audit requests.
- File source documents appropriately and in accordance with internal procedures, ensuring that information is readily retrievable to resolve queries.
- Provide cover for scanning, data capture, exporting, and processing of supplier invoices/credit notes and internal debit/credit notes onto Unit 4 Business World via Version One when necessary.
- Maintain and understand the duties of the Payables and Receivables Departments to be able to provide cover when required.
- Complete mandatory and statutory training as required.
- Maintain desk-top procedures.
- Any other duties that may be required.

## The Team





# PERSON SPECIFICATION

**Post Title:** Financial Services Apprentice

Assessment Criteria	Essential	Desirable	How Assessed
Qualifications and Training		<ul style="list-style-type: none"> <li>• Educated to GCSE level (or equivalent)</li> <li>• Mathematics &amp; English (Grades A-C or 4-9)</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Ability to prioritise</li> <li>• Ability to meet deadlines</li> <li>• Good telephone manner</li> <li>• Ability to work alone and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous relevant office experience (Accounts Payable)</li> <li>• Knowledge of Microsoft packages, Excel and Word</li> <li>• Excellent IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Smart appearance</li> <li>• Ability to communicate</li> <li>• Numeric ability</li> <li>• Accuracy</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Demonstrates DSFS Values	Responsive – Reliable - Resourceful - Respectful <u>Service Excellence Through Our People</u>		Interview/ Selection Process

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 Service Excellence Through Our People