



## **JOB DESCRIPTION**

**POST:** Financial Management Trainee – Corporate

**DEPARTMENT:** Finance

**GRADE:** 4 AFC (progressing to 6 AFC)

**HOURS:** 37.5 per week

**RESPONSIBLE TO:** Deputy Corporate Accountant

**LIAISES WITH:** Corporate Financial Management Accountant; Head of Finance – Corporate Services; Corporate Executive Directors and Directorate Managers

**RESPONSIBLE FOR:**

**WORKBASE:** Finance & Procurement Business Unit, Trafford General Hospital.  
Travel to other sites may be required.

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## **JOB PURPOSE**

The role has been designed specifically with the objective of providing the post holder with the relevant practical experience and support to progress to Senior Management Accounts Officer level and support them with their academic studies.

The post-holder will work within a team, assisting Accountants and Accounts Officers in the provision of high quality and accurate financial information to internal and external stakeholders. This objective will be achieved through a combination of financial systems work, e.g., General Ledger and ESR (Electronic Staff Record), project work and the utilisation of Microsoft Office products such as Excel and Word. The post-holder will also undertake specific directed tasks such as data entry as well as the preparation of spreadsheets and other financial information.

The post-holder will be required to communicate, both verbally and in writing, with operational staff, budget-holders and other staff within the Finance Department.



**Scope of Job/Key Elements, Main Duties and Responsibilities:**

**PLEASE NOTE – This is not a comprehensive list and tasks will vary dependant on the specific role that the successful candidates are placed.**

- The post holder will have registered as a student with a recognised accounting body and have developed a study plan.
- The post holder will be required to keep an evidence-based record of progression throughout their development.
- The post holder will be required to communicate with all staff groups within the finance function. The role will also require communication and effective working relationships with staff from several disciplines, providing and receiving confidential financial information.
- The post holder will be responsible for assisting in the production of financial information relating to a specific area within the Finance Department, relating either to Financial Services, Financial Management, Financial Planning or Operational Budgets. They will work within a customer focused culture with an emphasis on providing clear and timely information to non-finance managers.
- Be responsible for the production and monitoring of accurate, relevant and timely budget statements. Liaise as appropriate with budget holders and advise as necessary on specific aspects in a proactive manner.
- The post holder must be able to use own initiative as well as work as part of a team, plan own workload to ensure deadlines are met under the supervision of senior colleagues.
- The post will demand a significant amount of time to be spent at a VDU using keyboard skills, working with spreadsheets and other bespoke financial systems; speed and accuracy is required to enable deadlines to be met whilst maintaining the quality of the information provided. The ability to concentrate on complex information/problems is imperative.
- Supported by their senior colleagues, the post holder begins to organise and participate in monthly finance meetings including the distribution of actions.
- Provide ad-hoc costing information in a format appropriate to the user needs including pay groups skill mix as directed.
- Assist senior colleagues in formulating and setting annual budgets with service managers.
- Ensure that Financial Standing Orders are adhered to.



**In addition, to progress to band 5 the post holder**

- Should be able to demonstrate progression in their accountancy qualification in-line with their study plan.
- Challenge and re-evaluate everyday working practices, suggest changes that may be made and take active role in their implementation.
- Implement the recommendations of internal and external audit.
- Assist with the calculation of annual budgets for specific directorates, liaising with budget managers to ensure budget-setting procedures are complied with and deadlines are met.
- To develop and implement a training package for finance and non-finance staff within Corporate.
- To undertake any other tasks, as required by the Deputy Corporate Accountant in accordance with the grade and nature of the post.

**In addition, to progress to band 6 Senior Management Accounts Officer the post holder will need to.**

- Submit a portfolio of their progression supported by feedback from finance and operational colleagues including services leads.
- Demonstrate significant progress in their accountancy qualification in-line with their study plan.
- To assist the Deputy Corporate Accountant in formulating, agreeing and setting budgets in consultation with managers and in accordance with Trust policies and strategies and to maintain controls on budget movements throughout the financial year.
- To monitor performance against agreed budgets, analysing and reporting variations to the Deputy Corporate Accountant, Corporate Managers and budget holders and provide an assessment as to likely future financial performance.
- To support the Trust wide Waste Reduction Programme.
- To make suggestions and negotiate effectively with staff from all disciplines regarding budget management.
- To provide and distribute regular financial reports and present to senior operational manager on a monthly basis.



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- To participate in appraisals and personal reviews and work to achieve the agreed objectives.
- To verify and authorise HR documentation such as ESR forms by maintaining a database that monitors contracted hours against establishment.
- To deputise for the Deputy Corporate Accountant where necessary.



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## Other General Responsibilities

### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/Hospital or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is always required to maintain confidentiality in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**

**ORGANISATIONAL CHART Finance Business Unit Structure – Corporate**

