

**The Newcastle upon Tyne Hospitals NHS Foundation Trust****Job Description****1 Job Details**

<b>Job title</b>	Assistant Directorate Accountant
<b>Pay band</b>	5
<b>Directorate</b>	Finance
<b>Ward/Dept Base</b>	Financial Management
<b>Hospital site</b>	Regent Point

**Essential Requirements**

- A good level of education in a numerate subject
- NVQ level 5 or Association of Accounting Technician membership or certificate level of a professional accountancy (CCAB) qualification or equivalent experience
- Experience in the finance department of a complex organisation
- Able to work autonomously to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required
- A good working knowledge of financial computer systems
- Knowledge of Management Accounting procedures and techniques including variance analysis and forecasting
- Able to communicate complex information to a range of different audiences using a range of different communication methods
- Flexible approach required to fulfil the duties in an environment with ever changing and/or conflicting priorities
- Advanced PC skills are required, especially in the use of financial computer systems and Microsoft Office.

**Desirable Requirements**

- Further progress towards CCAB qualification
- Previous NHS finance experience
- Working knowledge of Oracle
- Staff supervision experience

**2 Job Purpose**

- To assist the (Senior) Directorate Accountant in the provision of a high-quality financial management service.
- To work closely with the Directorate Management Team, providing timely and accurate financial and supporting information and advice to facilitate the effective monitoring of specific Directorate and Department's specific financial position.
- Production of budgets for specific areas of reporting responsibility.
- To ensure that financial controls are maintained within Corporate Governance guidelines.

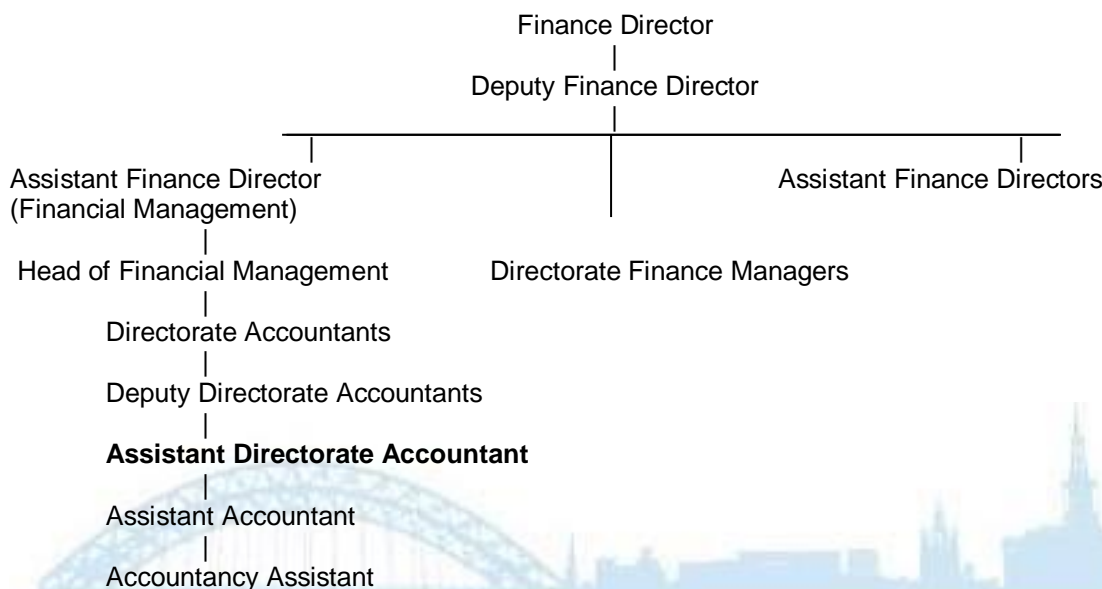
### **3 Dimensions**

- Trust Turnover 2022/23 £1,477m
- Directorate portfolio turnover = circa £50m (depending upon Directorate(s))

### **4 Organisational Arrangements**

**Reports to:** Directorate Accountant

**Staff Responsible for:** Support Staff



### **5 Knowledge Training and Experience**

- See essential requirements

### **6 Skills**

#### **Communication and Relationships**

##### *Internally with*

- Finance Director, Deputy Finance Director and all other finance staff
- Trust Board and Management Executive members
- Clinical Directors, Directorate Managers and other Departmental Managers
- Other senior and ward managers
- Internal Audit
- Other Trust staff in receipt of training/education

##### *Externally with*

- Finance/senior staff at other NHS organisations, including Trusts, PCOs, SHA, DoH
- Senior staff at universities

- External Audit
- Payroll Agency
- The post holder will require the ability to communicate within a range of settings from complex information communicated on a one-to-one basis to training presentations of information to medium sized groups. It will largely be verbally either by telephone or at meetings or via e-mail, and it will require persuasion and/or negotiation skills to ensure agreement or co-operation.

### **Analytical and Judgemental**

- These skills are required where there are complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include:
  - Analysis of financial data, investigation and resolution of financial queries
  - Utilisation of non-financial data in budget monitoring

### **Planning and Organisational**

- Will be required to plan activities to ensure that weekly, monthly, quarterly and annual financial timetables are met.

### **Physical Dexterity**

- Standard PC/keyboard skills are required.

## **7 Key Result Areas**

### **Patient / Client Care**

- Incidental contact only anticipated

### **Policy and Service Development**

- Expected to continually review working practices and procedures in order to propose changes to standard procedures in own and other areas whilst remaining within statutory guidelines and legislation. Implements policies/service changes for own work area.

### **Financial and Physical Resources**

- Responsible for the production of detailed Directorate and/or Departmental pay and non-pay expenditure and non-patient care income budgets.

### **Human Resources**

#### *Management*

- Supervises one or two members of staff on a day-to-day basis.

#### *Education*

- Provision of day-to-day training across the Directorate reporting team.
- Provide finance training for Trust staff across a wide range of disciplines.

### **Information Resources**

- Utilises a range of financial and other reporting software products to provide Directorate Management with timely and accurate financial and supporting information. Examples include:
  - Design, development and maintenance of complex spreadsheets
  - Utilising database software for large volumes of data

- Utilising supplementary systems such as Payroll Data Query (PDQ)
- Designing reports from other reporting packages (e.g., Business Objects)

**Research and Development**

- Expected to occasionally undertake research and/or development as necessary for own work.

**8 Freedom to Act**

- Expected to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required.
- Is guided by the Trust's Corporate Governance policies and procedures.
- Work is managed rather than supervised.

**9 Effort & Environment****Physical**

- Only light physical effort will be required, although there is a requirement to input at a keyboard for a significant proportion of the working day.

**Mental**

- There is a frequent requirement for concentration. The work is primarily unpredictable with an occasional requirement for prolonged concentration.

**Emotional**

- Exposure to distressing or emotional circumstances is rare.

**Working Conditions**

- Exposure to unpleasant working conditions or hazards is rare, although there is a requirement to input at a keyboard for a significant proportion of the working day.

---


**Signed:** .....  
(Post holder)

**Date:** .....

**Signed:** .....  
(Directorate Manager or equivalent)

**Date:** .....

**Person Specification****JOB TITLE:** Assistant Directorate Accountant**BAND:** 5**DIRECTORATE:** Finance

<b><u>REQUIREMENT</u></b>	<b><u>ESSENTIAL</u></b> Requirements necessary for safe and effective performance of the job	<b><u>DESIRABLE</u></b> Where available, elements that contribute to improved/immediate performance in the job	<b><u>ASSESSMENT</u></b>
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>A good level of education in a numerate subject</li> <li>NVQ level 5 or Association of Accounting Technician membership or certificate level of a professional accountancy (CCAB) qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Further progress towards CCAB qualification</li> </ul>	Application Form Interview
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience in the finance department of a complex organisation</li> <li>A good working knowledge of financial computer systems</li> <li>Knowledge of Management Accounting procedures and techniques including variance analysis and forecasting.</li> </ul>	<ul style="list-style-type: none"> <li>Previous NHS finance experience</li> <li>Working knowledge of Oracle</li> <li>Staff supervision experience</li> </ul>	Application Form Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Able to work autonomously to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required</li> <li>Able to communicate complex information to a range of different audiences using a range of different communication methods</li> <li>Advanced PC skills are required, especially in the use of financial computer systems and Microsoft Office.</li> </ul>		Application Form Interview
<b>Values / Behavioural / Attitudes</b>	<ul style="list-style-type: none"> <li>Flexible approach required to fulfil the duties in an environment with ever changing and/or conflicting priorities</li> </ul>		Application Form Interview
<b>Core Behaviours</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> <li>Take personal responsibility to:               <ul style="list-style-type: none"> <li>engage with the Trust's Climate Emergency Strategy and Sustainable Healthcare in Newcastle (SHINE) initiatives.</li> <li>assist in embedding our sustainability values into everyday practice; and</li> <li>help ensure such practice is applied consistently by you and your colleagues</li> </ul> </li> </ul>		