

Public Health Wales

Job Description

JOB DETAILS

Job Title:	Senior Finance Assistant (Capital and Financial Management Support)
Grade:	Band 5
Hours of Work:	Full-Time (37.5 hours per week)
Department / Ward:	Ops and Finance Directorate / Finance Division
Accountable to / Responsible to:	Finance Manager – Financial Management and Capital Support
Base:	The role will be based at Public Health Wales, 2 Capital Quarter, Tyndall Street, Cardiff CF10 4BQ. Travel as required.

JOB PURPOSE

- To prepare and provide accurate monthly Financial Management reports in accordance with the reporting timetable. This will include variance analysis, trend analysis and forecasting to support budget holders, Finance Partners and the Finance & Business Partners in managing within the available financial resources.
- To provide financial support, advice and information to the Directorates/Divisions ensuring information is both timely and robust.
- To support the financial management process working with Directorates/Divisions to deliver their financial targets.
- To support the Finance Manager – Financial Management and Capital Support in continually improving the Financial Management Support Team by identifying areas of improvement and assisting in taking forward projects linked to these improvements.
- To assist with the operational budgetary financial management and costing processes for a range of areas within Directorates/Divisions.
- Assist in the financial management and achievement of a breakeven position during each financial year providing accurate, timely and reliable financial information.
- To support the Finance Manager –in the financial monitoring of relevant Collaborative Capital Programme approved by Public Health Wales. This will include assisting in the maintenance of the Capital Fixed Asset Register.
- To provide appropriate assistance to ensure Directorates/Divisions meet their financial duties, statutory and other financial statements as required
- To provide financial support as required to corporate finance developments
- To provide support and advice to the Finance Assistants as required.
- Prepare and authorise expenditure and budget journals to ensure the financial reports accurately reflect the financial position for the period.
- Provide support to the year-end accounts process to ensure the accurate and timely closure of Public Health Wales financial accounts.

- To oversee the maintenance of the Trust's establishment control systems, liaising with HR staff and budget holders as appropriate.
- To support the Finance & Business Partners and the Financial Management Team members in other tasks as and when required.
- To respond to ad hoc requests for financial information as requested.
- The post holder will be required to meet the performance profile of the role. The performance profile is set down in the Job Description through objectives and continuous improvement as agreed through the Performance Development process (My Contribution)

DUTIES AND RESPONSIBILITIES

1. Communication

Excellent communication skills – both written and verbal.

The post-holder will be required to deal with complex financial queries from staff, customers and suppliers.

Meet with a range of Budget Holders to discuss issues, raise questions and answer queries in an appropriate manner.

2. Knowledge, Training and Experience

AAT degree in Accountancy/Finance and Business or equivalent experience

Extensive experience of computerised financial accounting systems.

Highly developed analytical, interpretational and comparative skills capable of dealing with highly complex sensitive information to support rational decision making.

Ability to develop strong working relationships both inside and outside of the team to achieve common goals.

3. Analytical and Judgement

The postholder is expected to analyse and resolve under their own initiative complex problems relating to financial information.

The postholder is required to analyse, interpret and understand a wide range of complex data sets.

4. Planning and Organisational skills

Ability to work on multiple complex tasks, working to tight deadlines.

Ability to prioritise, plan, and organise work demands to ensure the achievement of organisational goals.

Ability to identify and take appropriate action to ensure schemes are completed to timescale .

Assist in the preparation of a range of reports, including development of trends, analysis and business intelligence.

5. Physical Skills

Keyboard skills are required in addition to excellent attention to detail.

6. Responsibility for Patient/Client Care

The post holder is required to deal professionally with all queries into the department. These may be from customers, suppliers or other NHS organisations.

7. Responsibility for Policy

The post holder will be responsible for implementing and suggesting changes to financial and operational policies and working practices both in their specific area and where they may impact on other areas.

Contribute to the development and implementation of Financial Policies, which facilitate the achievement of the trusts business objectives and statutory duties.

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and, at all times deal honestly with the trust, with colleagues and with all those who have dealings with the Trust, including patients, relatives and suppliers.

8. Financial and Physical Responsibility

The post holder will assist the Finance Manager in leading the financial management support required for the Financial Planning and Business Partnering Teams, will also assist on continuous identification of best practice in financial management support, delivering an efficient and effective service.

Supporting the development of robust methodologies to accurately forecast the financial position and investigating significant changes

Assist in the preparation of finance reports as required detailing trends and recommend action plans

Review and reconcile control schedules detailing delegated budgets, reserves, income, and staff database etc, ensuring good audit trail, in accordance with financial control procedures.

Contribute to the maintenance, design and development of the delegated budgetary control system and financial information systems including databases, developing financial procedures ensuring budget holders have access to relevant, reliable and accurate information.

9. Responsibility for Human Resources

Day to day supervision of the Finance Assistants if applicable.

To proactively support their own personal development as outlined in My Contribution and participate in development opportunities/training as they arise.

10. Responsibility for Information Resources

Detailed experience and expertise in the financial ledger system, spreadsheets, word processing packages, Microsoft Outlook.

Reconcile all information to source documents and other financial sources to ensure information provided internally and externally is accurate and designed appropriately.

The post involves introducing systems of operation and processes, for example through the use of spreadsheets and databases.

The post-holder is required to adapt, maintain and improve these systems and processes, to enable their use by staff and managers.

Ensure record keeping is kept to a high professional standard and full audit trail of work is maintained.

11. Responsibility for R & D

The post holder is required to undertake audits, sometimes complex, of current systems and processes within the department.. Having done so they will then be responsible for the implementation of recommendations and developments.

The post will also work with internal and external audit as required to enable completion of their work.

12. Freedom to Act

The post holder will work to achieve agreed objectives. This can normally be achieved in whatever way the postholder sees fit, although they must at all times adhere to Trust policies and relevant professional standards.

13. Physical Effort

Light physical effort.

14. Mental Effort

The post will involve frequent and long periods of intense concentration whilst inputting, preparing, analysing information.

This must be managed with interruption from service users seeking advice and customers/suppliers with queries requiring the switching of tasks.

Spreadsheets will need to be completed with accuracy and often on a time limited basis

15. Emotional Effort

The role will involve occasional communication in difficult circumstances – such as staff and suppliers who may be distressed or anxious, and with budget holders where they are required to implement difficult decisions. The postholder must be capable of dealing credibly with these circumstances.

16. Working Conditions

Requirement to use VDU for majority of shift.

The post is office based.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

RECORDS MANAGEMENT

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Public Health Wales is a non-smoking environment.

**PUBLIC HEALTH WALES
PERSON SPECIFICATION**

Job Title: Senior Finance Assistant (Capital and Financial Management Support) **Grade :**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	AAT degree in Accountancy/Finance and Business or equivalent experience		Application Form Certificate / Registration Check
EXPERIENCE	<p>Experience of working in a large complex organisation.</p> <p>Experience of working with non-financial senior managers.</p>	<p>Experience of working in the NHS in a financial environment</p> <p>Working on defined projects.</p> <p>Providing financial training to non-financial managers.</p> <p>Costing and business case costings.</p> <p>Experience of attending senior management meetings.</p>	Application Form Interview References

SKILLS, KNOWLEDGE, ABILITIES	<p>Excellent communication skills – both written and verbal.</p> <p>Strong Interpersonal skills.</p> <p>Ability to work autonomously and as part of a team.</p> <p>Ability to work on multiple complex tasks, working to tight deadlines.</p> <p>Highly developed analytical interpretational and comparative skills capable of dealing with highly complex sensitive information to support rational decision making.</p> <p>Excellent Analytical and Numerical Skills.</p> <p>Excellent IT skills, including experience in all Microsoft applications.</p> <p>Ability to work and make decisions under pressure.</p> <p>Produces work with attention to detail.</p> <p>Ability to work under own initiative.</p> <p>Extensive experience of computerised financial accounting systems.</p>	<p>Knowledge of the financial Oracle system.</p> <p>An appreciation of NHS financial accounting.</p> <p>An understanding of procurement issues.</p>	Application Form Interview References
OTHER	<p>Methodical and organised approach to work.</p> <p>Flexible.</p> <p>Self-motivated</p> <p>Ability to work to deadlines.</p>		Application Form Interview References
	Ability to and willingness to travel.		Application form Interview Document Check

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

