

Job Description

Job Title:	Management Accountant
Band:	5
Responsible to:	Finance Manager
Department:	Finance
Directorate:	Older People's and Adult Community (OPAC)

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

Working with the Finance Manager (FM) to support the provision of:

- Delivering best value efficiency programmes
- Service improvement
- Robust financial information and advice
- Reliable financial forecasts
- Costings for new service developments

To support the maintenance of financial systems and processes in order to prepare, review and present up to date, accurate and timely management and financial information to ensure the Services meet their financial objectives and targets.

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The job holder will be required to meet with budget holders, either face to face or virtually, to discuss key financial performance issues pertaining to the monthly reports. These discussions will also include financial forecasting, efficiency proposals and general issues relevant to the service area.

Role of the Department

The Finance Department supports every aspect of the business and is primarily responsible for ensuring the following:

- optimisation of limited financial resources
- appropriate financial controls in place
- financial policies and procedures adhered to
- compliance with financial reporting requirements

One of the major roles of the Finance Department is to identify appropriate financial information prior to communicating this information to managers and decision-makers, in order that they may make informed judgements and decisions. The Finance Department contributes an objective perspective based on financial assessment techniques.

The Department works closely with SBS, who are the Trust's shared services provider, to monitor the purchase ledger, sales ledger, procurement, treasury management and payroll functions; providing input and support as appropriate.

Main Tasks, Duties and Responsibilities

Key Responsibilities

- Production of timely, accurate and reliable financial information in line with month and year end timetables.
- Establish effective working relationships with budget holders, ensuring understanding and ownership of financial issues pertinent to their services.
- Supporting the FM in budget-setting and maintenance of a defined portfolio of services.
- Support the Delivering Best Value programme reporting for a defined portfolio of services.
- Supporting the FM with service costings and cost benefit analysis, and evaluation of business cases.

Financial Management

1. Liaise with other staff in the Finance Team to ensure production of timely, accurate

and reliable financial information on a monthly basis.

2. Comply with all delegated responsibilities in respect of the monthly closedown timetable including:
 - Production of draft reports for review.
 - Prompt investigation of variances and correction of errors.
 - Supporting the production of reliable forecasts in agreement with appropriate budget holders and the FM.
 - Providing information pertaining to the services within own area of responsibility for inclusion in monthly finance performance reports.
3. Providing financial management and advice to budget holders across a range of budgets, referring appropriate issues to the FM.
4. Undertake detailed financial analyses to support understanding of variances from plan, including use of non-financial information such as activity performance against targets.
5. Ensure a full audit trail for all budget changes for services within own area of responsibility is maintained, regularly reviewed and reconciled and that all budget changes are in line with the Trust's Standing Financial Instructions and financial procedures.
6. Ensure the annual income and expenditure budgets for services within own area of responsibility are completed on time and in agreement with appropriate managers.
7. Assist in the development of improvement and efficiency proposals, establishment of feasibility and timescales of delivery, supporting the identification of cash releasing and non-cash releasing efficiencies, and any impacts on other services.
8. Provide a monthly summary of progress against CIP schemes within own area of responsibility to enable reports to be produced for the services and FM.
9. Ensure that all income reported in own area of responsibility is invoiced in accordance with current contract values and in a timely manner.

Financial Planning

9. Support the service managers and FM in the production of the business plan for the services by providing financial input as required.
10. Liaise with the Financial Accountant to ensure that details of relevant capital investment approvals are incorporated into service reports, and that all revenue consequences of capital investments are identified together with funding sources.
11. Working with the FM, providing finance support for the production of business cases specific to services within that area.

12. Provide financial advice to the services to assist in decision making, for example, cost implications of changes in working practices.

Financial Control

13. To ensure adherence to robust financial controls by budget holders within own area of responsibility. To maintain the integrity of the ledger at all times.
14. To support the Director of Finance and Local Counter Fraud Specialist in promoting an anti-fraud culture, identifying potential cases of fraud and ensuring internal controls are adhered to, to minimise the opportunities for fraud.
15. Day to day liaison with other finance staff to ensure achievement of common objectives.
16. Regular meetings with other finance staff to review working practices, resolve problems and identify improvements.
17. Support service managers within own area of responsibility in the analysis and interpretation of financial information and the implications of financial policies.
18. Be able to explain financial information to non-finance managers.
19. Contribute to a training programme for non-finance staff across the Trust.

Equipment & Systems

The role will predominantly require the use of Excel, Word, Outlook and Oracle, being the finance ledger in use.

Decisions & Judgements

- Requires analysis and interpretation of data in order to draw conclusions that inform decision-making.
- Resolve financial queries with staff internal and external to the organisation, offering advice and guidance.
- Evaluation of risks and decisions, escalate where appropriate.

Research & Audit

Not applicable

Communication & Relationships

- Requires highly effective communication skills, both oral and written, coupled with

the ability to actively listen and engage.

- Summarise data into meaningful information to present this to a range of stakeholders, including non-financial managers and colleagues, both internally and externally.
- Build highly effective working relationships with the internal and external colleagues.

Managerial & Financial Requirements

- Responsible for ensuring Trust compliance with relevant legislation and good practice, including accounting standards and NHS finance policies.
- Support the budget setting for area of responsibility within the Trust, both annually and in-year as Business Developments are agreed.
- Application of NHS Accounting regulations and Accounting Standards at all times.
- To support the development of team members.

Physical, mental, emotional & environmental demands of the job

1. Physical demands

- The role will be desk based, with prolonged periods of sitting and restricted movement.

2. Mental demands

- The role will require frequent periods of prolonged concentration, with the occasional period of intense concentration particularly during month end reporting and final accounts.
- There will be occasions where there are competing priorities and demands, which may impact on the ability to meet deadlines, therefore requiring excellent time management skills.

3. Emotional demands

- The role does not involve exposure to distressing or emotionally demanding circumstances.

4. Working conditions

- The role will be desk based within an open plan office and will require the use of Visual Display Unit equipment more or less continuously on most days.
- There will be occasional travel required to other Trust locations.

Training & Development

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and Trust policy.
- To participate in the Trust's annual Appraisal process.
- To complete all relevant mandatory training as and when required to do so.
- To undertake relevant CPD required for professional registration where appropriate.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day-to-day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- Keep up to date with Accounting Standards and other NHS financial guidance.
- Ensure all Continuing Professional Development requirements are met.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with current quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply always with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore, all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic

and those who do not.

- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.

Person Specification

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Department:	Finance

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> AAT Qualified or equivalent experience Evidence of compliance with institute CPD requirements 	<ul style="list-style-type: none"> Ambition to gain further professional qualification CCAB part-qualified
Experience	<ul style="list-style-type: none"> Experience of working in an NHS or similar non-profit making organisation Experience in finance Experience of working with financial systems and processes Demonstrate experience in the analysis and assessment of financial and non-financial data 	<ul style="list-style-type: none"> Experience in similar role
Knowledge & Skills	<ul style="list-style-type: none"> Excellent communication skills including presentation and summary of data into meaningful information for non-finance managers and colleagues Strong IT skills including Word, Excel and financial systems Effective problem-solving skills, especially for new issues where no precedent to 	<ul style="list-style-type: none"> Influencing and negotiating skills Advanced excel skills

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	follow <ul style="list-style-type: none"> • Ability to manage own workload 	
Personal Qualities	<ul style="list-style-type: none"> • Proactive • Attention to detail • Logical • Methodical • Possess emotional intelligence • Self-aware • Has a realistic knowledge of personal strengths and areas for development • Flexible and adaptable • Problem-solver • Autonomous 	
Other	<ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principle of confidentiality • Understanding of need for sensitivity and discretion in particular circumstances 	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.