

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Senior Management Accountant</b>	
<b>DIVISION:</b>	<b>Finance</b>	
<b>SALARY BAND:</b>	<b>7</b>	
<b>RESPONSIBLE TO:</b>	<b>Directorate Accountant</b>	
<b>ACCOUNTABLE TO:</b>	<b>Head of Finance - Reporting</b>	
<b>HOURS PER WEEK:</b>	<b>37.5</b>	
<b>LOCATION:</b>	<b>Enfield Civic Centre, Will be required to travel to other Trust sites</b>	
<b>MANAGES:</b>	<b>Directly:</b>	<b>1</b>
	<b>Indirectly:</b>	<b>0</b>
<b>JOB SUMMARY:</b>		
<ul style="list-style-type: none"> <li>• To prepare appropriate financial reports to set timelines with written analysis / commentaries for the various service line senior managers enabling them to manage their areas of the business, analysing reasons for under / over performance and ensuring that the likely full year outcome is well explained.</li> <li>• To contribute towards the preparation of the monthly Management Reports and Board briefings ensuring that information is prepared in a timely manner, is accurate and is accompanied by incisive commentary explaining major variances to budgets / forecasts.</li> <li>• To manage workload such that all deadlines are met, whilst completing work to a high standard, allowing for appropriate review and amendment by senior management before documents are disseminated outside the finance department.</li> <li>• To work with the Operational Managers to ensure that annual I&amp;E budgets are prepared in the correct form and according to timelines specified by the Assistant Director of Finance, ensuring that they meet the Trust's financial and clinical objectives.</li> <li>• To prepare I&amp;E forecasts are prepared for specified service line in the correct form and according to timelines specified by the Assistant Director of Finance, ensuring that any major variances to budget are fully understood and explained.</li> <li>• To ensure that the Operational Managers are aware of any issues within their profit statements and understand the make-up of their income and expenditure reports</li> <li>• To ensure that the period end figures are complete and accurate and include</li> </ul>		

appropriate accruals for both income and expenditure.

- To understand the make-up of accruals and be able to explain any changes / adjustments clearly and concisely.
- To represent the Finance department at key meetings.
- To undertake analysis of complex financial data and advise Operational Managers on highly complex financial matters based on this analysis.
- To develop a detailed knowledge of the drivers of both income and expenditure and to advise senior staff how to interpret these to the benefit of the business.
- To work as part of the financial management team to implement process improvements.
- To identify where processes do not work as efficiently as they could and highlight such to the Business Analyst, including recommendations of action to be taken to improve.
- To undertake financial analysis of for example reimbursable drugs income and expenditure data on a division wide basis.
- To undertake any other duties appropriate to the role and grade as specified by the line manager.

**Date of the JD review:**

February 2014

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Royal Free World Class Values**

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- Welcome** all of the time   **Confident** because we are clearly **communicating**
- Respected** and cared for   **Reassured** that they are always in safe hands

### **1. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- The post holder will be responsible for producing financial reports, ensuring these are complete and accurate and provide the information required to brief senior management team on financial performance of the service line.
- The post holder will be responsible for the integrity of the financial data contained within the monthly budget reports and forecasts for specified service lines. They will be expected to review and analyse the data before disseminating it to other interested parties and to include clear, concise and informative commentary on the figures reported.
- They will be responsible for exploring better methods of presenting financial information to senior management and clinicians. This will require strong Excel skills and a good working knowledge of Word and PowerPoint.
- The post holder will be expected to work closely with specified service lines to ensure that they receive appropriate sound financial advice which they review and use to take decisions on costs.

### **2. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- The post holder will be expected to provide reports to budget holders. They will be expected to ensure that concise, accurate, relevant, business focused comment is given to users of financial information and seek to ensure that the information is used to support continuous improvements in operational performance within the Trust.
- The post holder will be responsible for the integrity of the financial data contained within the monthly Divisional budget reports. They will be expected to review the data before the Directorate Accountant disseminates it to Directorate staff and to have investigated and reported the reasons for the major variances to forecast.
- The post holder will analyse data relating to highly complex problems to provide advice regarding financial decisions and financial risks where there is no precedent and where other leading opinions may conflict.

### **3. RESPONSIBILITY FOR LEADING AND MANAGING**

- The post holder will be expected to manage their own time effectively and work to achieve agreed objectives within broad professional policies and act as lead specialist in particular financial areas.
- The post holder will be expected to attend meetings and communicate effectively with senior managers and clinicians both orally and writing.
- The post holder will be expected to deliver specialist financial training to budget holders to ensure that they understand and can interpret the financial information which they are provided with.
- The post holder will provide advice on complex financial and corporate issues to senior non-financial managers.
- The post holder will be expected to attend directorate meetings.

### **4. RESPONSIBILITY FOR INFORMATION RESOURCES**

- The post holder will be expected to ensure that all ad hoc systems, especially those using Excel and Access are adequately documented and fit for purpose.
- The post holder will be responsible for designing and formatting spread sheets and databases for specific analytical purposes and be responsible for introducing, adapting and improving financial systems for use by others.

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### **Health and Safety at Work**

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.

Positively welcoming    Actively respectful    Clearly communicating    Visibly reassuring

- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening

Positively **welcoming** Actively **respectful** Clearly **communicating** Visibly **reassuring**

this policy will be subject to disciplinary procedures.

**Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.

**PERSON SPECIFICATION**  
**POST TITLE: Senior Management Accountant Band 7**

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
<b>Royal Free World Class Values</b>	<ul style="list-style-type: none"> <li>Demonstrable ability to meet the Trust Values  <i>Positively welcoming</i>  <i>Actively respectful</i>  <i>Clearly communicating</i>  <i>Visibly reassuring</i></li> </ul>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Education &amp; professional Qualifications</b>	<ul style="list-style-type: none"> <li>Professional qualification (CCAB) in accountancy (CIMA, ACA, CIPFA, ACCA) or exceptional finalist with strong first degree and professional examination results.</li> <li>Degree</li> <li>First time passes in professional examinations</li> <li>Attendance at an Accounting for Foundation Trusts course</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>D</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> <li>A / I</li> <li>A / I</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Post qualification finance experience or significant management accounting or equivalent experience in a similar organisation.</li> <li>Knowledge and understanding of the NHS financial environment.</li> <li>Experience of managing and developing people</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>I / A</li> <li>I / A</li> <li>I / A</li> </ul>

<p><b>Skills and aptitudes</b></p>	<ul style="list-style-type: none"> <li>• Advanced analytical skills with the ability to communicate clearly the results of such analysis.</li> <li>• Excellent communicator both verbally and in writing.</li> <li>• Ability to make use of systems (e.g. Excel, Access, Microsoft Word) to prepare and present accurate, clear information and to identify what can be produced from other financial systems.</li> <li>• Record of delivering to tight deadlines.</li> <li>• Record of improving processes and reporting in previous roles.</li> <li>• Ability to present and explain financial information in a manner that can easily be understood by non-finance managers.</li> <li>• Ability to manage staff</li> <li>• Record of improving processes and reporting in previous organisations.</li> <li>• Strong influencing skills</li> <li>• Ability to analyse areas of work to identify areas which would benefit from continuous improvement.</li> <li>• Ability to train and coach staff.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• I / A</li> </ul>
<p><b>Personal Qualities &amp; attributes</b></p>	<ul style="list-style-type: none"> <li>• Team player who complies with policies set by senior management.</li> <li>• Flexible and resilient.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• I / A</li> <li>• I / A</li> <li>• I / A</li> </ul>