SINGLE CORPORATE SERVICES

FINANCE

Job title:	**Finance Assistant (Management Accounts)**	***To be completed by HR***
Reporting to:	**Management Accountant**	
Accountable to:	**Associate Director of Financial Services & Reporting**	
Pay Band:	**4**	*Job Reference Number*

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

Job purpose

To provide a comprehensive and effective administrative service to support the smooth and efficient running of the busy Financial Management team within the Finance Department and to be part of a multidisciplinary team delivering a high-quality service to both Trusts.

To support the Management Accountants in the completion of financial analysis to inform management decisions.

To support the development, implementation and monitoring of expenditure and income processes on behalf of both Trusts, as required.

To support the Management Accountants in the development, implementation and monitoring of Cost Improvement Plans to aid the delivery of the Financial Strategy of both Trusts.

To support the annual budget setting process in conjunction with, and in support of, the Operating Plan and Cost Improvement Plan.

Job summary

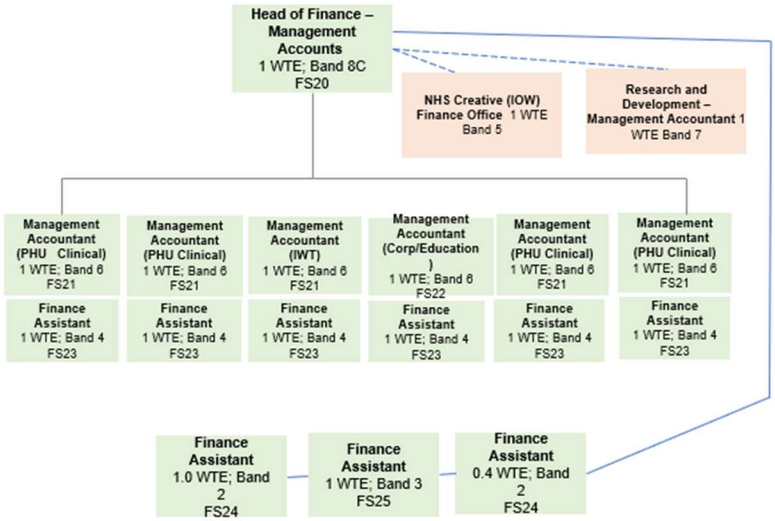
Shared Core Functions

- The Finance Assistant will discuss routine financial, income, expenditure and costing queries with staff, budget holders and external partners. The Finance Assistant will communicate routine details to service users but will defer to more senior staff for complex costing issues.
- Discussions may sometimes be sensitive and contentious.
- NHS income and expenditure is subject to external scrutiny, and the Finance Assistant will be required to assist with the provision of information to regulatory bodies.
- The Finance Assistant will, in conjunction with the Management Accountants, be responsible for the dissemination of financial information to service managers.

- The Finance Assistant will, in conjunction with the Planning & Analytics team, be responsible for the dissemination of income and costing information to service managers.

Organisational Chart

The Finance Assistant reports directly to a Management Accountant but will be accountable to both Finance Directors as part of the single corporate service. The postholder will be an integral part of the Finance team and will be expected to service the Financial Services needs of both organisations. This will require matrix working and will include contributing on projects that potentially cross organisations as part of a single corporate function.



Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally to assist in undertaking own job. Communication is mainly with work colleagues.

Analytical and Judgement key

- Judgements involving facts or situations, some of which require analysis.

Planning and organising

- Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Not Applicable to this post

Policy and Service Development

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

Financial Management

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resources

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems,

Research and development

- Not Applicable for this postholder

Freedom to Act

- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- General awareness and sensory attention; normal care and attention; an occasional requirement for concentration where the work pattern is predictable with few competing demands for attention.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	*How criteria will be assessed*
Qualifications	• Relevant high level business qualification and/or equivalent NHS work experience. • The postholder is required to have basic knowledge of health service financial management information analysis and the use of information across the NHS • Basic accounting skills and forecasting skills • Evidence of communication skills with non-financial managers on financial issues		Application
Experience	• Computer skills including excel spreadsheet and database techniques	• Experience of health sector issues across organisational and geographical boundaries • Experience of working within a NHS organisation.	Application and interview
Knowledge	• Full working knowledge of MS Word, PowerPoint, Excel and Outlook • Excellent organisational skills • Ability to interpret and present complex, sensitive, contentious or technical information in a user-friendly and understandable manner. • Being flexible and adaptable at work in order to meet competing priorities.	• Overall understanding of current health service sector issues • Knowledge of management accounting techniques and working with the general ledger	Application and interview

	• Track record of delivery of objectives to tight deadlines • Highly developed ability to communicate effectively, both orally and in writing • Political awareness in managing sensitive policy issues in confidence.		

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the Trust Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures.
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.