

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Management Accountant - Provider-to-Provider Agreements	To be completed by HR - Job Reference Number:
Reporting to:	Contracts Manager	
Accountable to:	Head of Contracts & Income	
Pay Band:	B6	

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.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

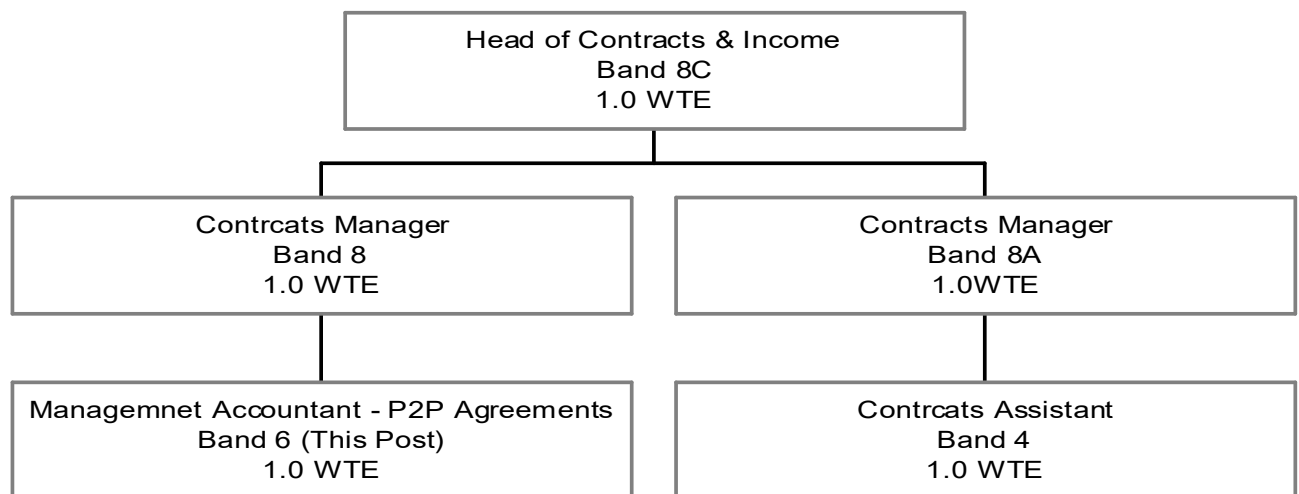
Job summary

The Management Accountant (Provider-to-Provider Agreements) will lead the financial management, costing, negotiation and monitoring of inter-provider agreements across the Trust and wider healthcare system. The post holder will work collaboratively with Contracting, Clinical, Operational and Finance teams to develop, maintain and review fully costed service specifications and agreements, ensuring financial sustainability, transparency and compliance with system P2P principles.

They will take a lead role in the calculation and review of service costs, contract values, invoicing arrangements, aged debt management and the resolution of complex financial disputes. Representing the Trust at Provider-to-Provider contract review meetings and system finance forums, the post holder will support the development of innovative funding approaches, identify efficiency opportunities and drive continuous improvement in financial processes and partnership working.

The role requires strong analytical, negotiation and relationship management skills, working across organisational boundaries to ensure robust financial governance and effective income recovery.

Organisational Chart



Specific Core Functions

1. Lead the Financial Management of Inter-Provider Agreements

Working within the department's policies, Standing Financial Instructions and agreed system governance arrangements, lead the financial management of Provider-to-Provider (P2P) agreements by:

- Leading the costing, financial evaluation and pricing of services provided under inter-provider agreements.
- Developing and maintaining robust financial models to support service specifications, contract negotiations and service developments.
- Providing expert financial advice to Contracting, Operational and Clinical teams on P2P agreements and funding arrangements.
- Ensuring agreements are supported by accurate, transparent and evidence-based costing methodologies.
- Supporting the development and implementation of system-wide P2P financial principles and best practice.
- Representing the Trust at contract review meetings and negotiations with partner organisations.

2. Coordinate the Development and Maintenance of Costed Service Specifications

- Work closely with the Contracts Team to develop and maintain service specifications and associated financial schedules.
- Coordinate input from clinical services, operational managers, management accounts, income teams and financial services to ensure agreements remain current and accurately costed.
- Ensure changes in service delivery, activity levels and workforce requirements are reflected within financial agreements.

- Provide financial analysis and recommendations to support service redesign and contractual changes.

3. Lead Contract Financial Monitoring and Performance Reporting

- Monitor the financial performance of inter-provider agreements and report variances against planned income and expenditure.
- Produce regular financial reports and analyses to support contract management and decision making.
- Investigate and explain financial variances, identifying risks and opportunities to maximise income recovery.
- Ensure all contractual income is accurately reflected within financial plans, forecasts and management accounts.

4. Lead Provider-to-Provider Invoicing and Income Recovery

- Oversee the financial processes supporting inter-provider invoicing arrangements.
- Ensure invoices are supported by robust activity and costing evidence and issued in a timely manner.
- Lead on the management and recovery of aged debt relating to provider agreements.
- Work collaboratively with partner organisations to resolve outstanding balances and improve cash collection performance.
- Escalate significant risks and disputes as required.

5. Manage Financial Queries, Disputes and Contract Reconciliations

- Act as the lead finance contact for complex financial queries relating to P2P agreements.
- Investigate, analyse and resolve financial disputes with internal and external stakeholders.
- Reconcile contractual activity, income and invoicing data to ensure accuracy and completeness.
- Develop solutions and recommendations to resolve areas of disagreement and maintain effective working relationships with partner organisations.

6. Provide Financial Support for Business Cases, Service Developments and Efficiency Programmes

- Provide specialist costing and financial analysis to support business cases, service developments and transformation initiatives.
- Evaluate the financial impact of proposed service changes and contractual arrangements.
- Identify opportunities for efficiency, cost improvement and income optimisation.
- Support the delivery and monitoring of Cost Improvement Programmes where they impact commissioned or provided services.

7. Support Costing and Financial Information Systems

- Develop and maintain financial models, databases and reporting tools to support provider agreement management.
- Utilise Trust financial, costing and contract management systems to improve reporting accuracy and efficiency.
- Produce complex financial analyses and forecasting models to support strategic decision-making.
- Identify opportunities to streamline processes and improve data quality and governance.

8. Represent the Trust in System Finance and Contracting Forums

- Lead the Trust's finance input into system-wide Provider-to-Provider finance groups.
- Promote and support the adoption of agreed system P2P principles and financial governance arrangements.
- Develop productive relationships with Integrated Care Board (ICB), provider and partner organisation finance teams.
- Provide expert financial advice and influence system discussions relating to service funding and contractual arrangements.

9. Support Team Development and Collaborative Working

- Provide support, guidance and training to colleagues on contractual costing, P2P agreements and financial processes.
- Contribute to the development of finance staff knowledge and capability in contract management and service costing.
- Support cross-functional working between Finance, Contracting, Income, Operational and Clinical teams.
- Participate in recruitment, appraisal and staff development activities where required.

10. Continuous Improvement and Other Duties

- Proactively identify and implement improvements to financial processes, reporting and contract management arrangements.
- Promote innovative approaches to costing, income recovery and system working.
- Ensure compliance with Trust financial policies and governance requirements.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Communication and Working Relationships

Communications will involve complex or contentious information where tact and persuasive skills are required and will be:

- Face to face and by telephone
- Within formal and informal meetings
- Written, letters, memorandum, e-mail, and reports
- Through presentations

Staff Groups will include:

- Managers at all levels within the Trust
- Clinical and Associate Clinical Directors and other Clinicians
- Executive and Non-Executive Directors
- Finance staff and other Trust corporate support staff
- External and Internal Auditors
- CCG's and other external agencies
- External consultants appointed by the Trust.

Other

Job Holders are required to:

- 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.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, No Smoking.
- 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 the requirements of the Data Protection Act 1998.

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

Additional Information

A substantial proportion of the working day is spent using a computer.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• CCAB part-qualified accountant (Diploma level) or finalist or extensive relevant experience. • Advanced computer skills including spreadsheet techniques. • Track record of delivery to tight deadlines. • Experience of financial analysis, costing, budgeting and performance reporting. • Experience of working with multiple stakeholders to deliver financial objectives.	• Experience within the health service, or related area for a minimum of 2 years. • Experience of service costing, contract management, invoicing or aged debt management. • Experience of working across organisational boundaries.
Skills & Knowledge	• Detailed knowledge of management accounting techniques.	• Knowledge of medical terminology.

	• Proficiency in the use of the Trust's computerised financial system and other systems where appropriate. • Knowledge of NHS Trust Finance and NHS structural relationships. • Operational awareness to provide effective financial support and deal professionally with internal and external stakeholders. • Understanding of service costing methodologies and financial analysis techniques. • Knowledge of budget setting, forecasting and financial reporting processes. • Ability to identify problems and causes, secure relevant information from a variety of sources and provide practical solutions. • Ability to review and analyse information from multiple sources and organise it into a suitable form to support decision-making. • Strong communication and stakeholder management skills.	• Knowledge of Provider-to-Provider (P2P) agreements and NHS contracting arrangements. • Knowledge of debt recovery and dispute resolution processes. • Understanding of reference costing and service specifications.
Personal Qualities	Ability to: • Clearly manage priorities for self and others to meet competing deadlines. • Create, develop and maintain effective working relationships with staff at all levels throughout the Trust and external organisations. • Secure action and agreement through credibility, confidence and effective influencing skills. • Encourage and provide feedback to staff to aid their development. • Work collaboratively with clinical, operational, contracting and finance colleagues. • Demonstrate initiative and proactively seek opportunities for efficiency, innovation and service improvement. • Resolve complex issues and disputes in a professional and constructive manner. • Work independently while maintaining a high level of accuracy and attention to detail.	• Experience of leading or contributing to service improvement initiatives. • Experience of representing an organisation in multi-agency or system meetings.

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

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

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

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

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- 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.
- Always Comply with key clinical care policies and protocols for prevention and control of infection; 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 regarding 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 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 IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's 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.