

DR16 280212

Job Description: Finance Graduate Placement Student

Grade: Band 2

Responsible to: Financial Accountant

Accountable to: Senior Accountant

JOB PURPOSE

To support the Financial Accountant in the provision of timely and accurate information and advice to managers at all levels within CCS NHS Trust.

MAIN DUTIES

- 1** Support the Finance Team in the production of monthly financial statements, including variance analysis and the preparation and maintenance of schedules for monitoring payments and ledger postings.
 - To assist the Financial Accountant in the review of the Trust's Statement of Financial Position;
 - To assist in the monitoring of the Trust's monthly cash flows;
 - To assist in the NHS agreement of balances exercise;
 - To review the Trust's status zero report on a weekly basis and liaise with Assistant Management Accountants in order to ensure invoices are processed within the prompt payment policy;
 - Prepare monthly expenditure accruals for designated NHS Trusts;
 - Prepare journals and backing papers for audit purposes;
 - Post journals and maintain relevant logs and schedules;
 - Raise invoices and credit notes in line with agreed schedules or as required by the Financial Accountant;
 - Maintain and update the authorised signatories database;
 - To undertake any other financial accounting ad hoc duties.
- 2** Support the finance team in the maintenance of the ledger, undertaking queries and analysis, and setting up codes as required.
- 3** Process payments of invoices and expenses claims obtaining appropriate authorisation and maintain necessary records of transactions.
- 4** Clear suspense accounts as required for monthly budget statements.

Other

- 5 Ensure that all appropriate queries to the finance department are investigated and actioned as required.
- 6 Work as a team with other staff within the finance department to ensure the efficient and effective organisation of the department.
- 7 Participate in specific projects as required by the Senior Staff of the finance department.

Signature **Date**

Name

Managers Signature **Date**

Name

PERSON SPECIFICATION

Organisation	Cambridgeshire Community Services NHS Trust
Post:	Finance Graduate Placement Student
Department:	Finance

	Essential Criteria	Desirable Criteria
Education/ Qualifications	<ul style="list-style-type: none"> • Good general education • GCSE English or equivalent • GCSE Maths or equivalent • Studying for a relevant degree 	
Experience	<ul style="list-style-type: none"> • Good knowledge of book keeping • Good working knowledge of spreadsheets 	<ul style="list-style-type: none"> • NHS experience
Skills/Ability/ Knowledge	<ul style="list-style-type: none"> • Ability to analyse and interpret financial and other information • Ability to communicate and liaise with a range of people inside and outside of the Trust • Ability to plan, organise and prioritise own workload in order to achieve deadlines • Ability to identify problems and recommend solutions 	
Qualities/ Attributes	<ul style="list-style-type: none"> • Proactive and constructive outlook • Team player with ability to establish sound relationships • Self motivated • Tactful and diplomatic • Friendly and approachable • Flexible and adaptable approach as the role develops and changes • Ability to remain calm and work effectively in a busy environment • Good time management • Enthusiasm to learn and develop 	
Other Requirements	<ul style="list-style-type: none"> • Professional appearance and conduct 	