

JOB DESCRIPTION

Job Title:	Management Accountant
Reporting to (title):	Finance Manager – FM Reporting
Professionally Accountable to (title):	Chief Finance Officer
Responsible for Supervising (if appropriate):	N/A
Department & Directorate:	Finance
Internal Relationships:	Finance Directorate staff, Joint and Site Executive Directors, senior departmental managers, budget holders, support department staff, e.g. HR, IT and Payroll
External Relationships:	Finance staff in Trusts/CCGs/NHSI/NHSE/Department of Health, Internal and External Audit

JOB SUMMARY

The role of Management Accountant forms a key part of the Finance team within the Finance Directorate. Reporting to the Finance Manager – FM Reporting, the post-holder will assist in the provision of a complete, professional financial service to a range of Directorates, providing timely and accurate financial support and advice through the provision of robust monitoring information.

To support the Finance Business Partner/Deputy Finance Business Partner/Finance Manager in delivering a customer focussed service to the Budget Holders of the highest possible standard and maintaining adherence to the Trust monthly reporting timetable, preparing monthly financial performance reports and forecasts, analysing trends and variances.

The post holder will assist the Finance Business Partner/ Deputy Finance Business Partner/Finance Manager in ensuring the directorates manage their financial position and the Trust fulfils its financial duties.

OVERVIEW OF RESPONSIBILITIES

The post holder will be required to deliver complex financial information on a regular basis and will often have to manage difficult situations with budget holders where they need to change expectations about what is deliverable. The post holder will liaise with and manage output from Financial Services on a daily basis.

Communication is across the whole Trust with customers (budget holders), with the other finance teams, with managers in internal departments (e.g. HR) and with Clinical Directorates. Externally the post holder will liaise with auditors, suppliers, other NHS Trusts and CCGs on a regular basis.

SPECIFIC RESPONSIBILITIES

Preparing, calculating, planning and monitoring complex information (using Excel spreadsheets and other Microsoft programs), ensuring the accurate input of data and coding of transactions.

Calculating and producing costings for speciality based budget holder developments, advising budget holders in a clear and concise manner without the use of financial jargon.

Reconciling income and expenditure accounts to appropriate systems and identifying, investigating and if necessary correcting items of discrepancy. Investigating expenditure and income financial codes, preparing variance, trend and forecasting analysis, assisting in proposing suggested courses of action to budget holders and making corrections once authorised.

Planning, overseeing and co-ordinating the production of complex monthly financial reports to an agreed timetable.

Identifying for a range of expenditure and income codes, at period and year end, any accruals and prepayments that are necessary, completing journals and input into the appropriate financial systems/spreadsheets.

Providing complex financial information and analysis, producing reports and ensuring that all systems and processes are up to date and accurate in order to assist with the various year-end accounting activities.

Training and providing complex advice and information on a regular basis to new and existing budget holders in financial matters. Some of these budget holders will have little or no previous experience of financial matters and will have quite significant financial responsibilities.

Attend meetings in support of the Financial Management Reporting team as required.

To support financial planning and implementation to achieve the objectives in the Trust and Directorate Annual Plans.

Providing financial support and advice to the Finance Business Partner and Deputy Finance Business Partner on complex business cases and value for money exercises.

Making suggestions on how to improve the processes, procedures, working practices, policies and management within the department and ensuring that all duties are carried out in accordance with Trust SFIs and Financial Procedures.

To assist in the development of Cost Improvement Plans with relevant budget holders and the associated analysis and support.

To assist in financial planning to identify the Directorates' clinical efficiencies programme and to agree this framework with the Directorate management teams. To ensure timely monitoring and reporting for the programme against the agreed plan.

To comply with the requirements of the Data Protection Act with regard to the confidentiality of personal information and patient confidentiality.

To undertake any other duties as required which are consistent with the grade and nature of the post.

To promote the professional standards set by the Finance Directorate management team and lead by example.

To develop the professional financial service delivered to the Directorates and implement any recommendations from the Trust Board to further enhance the delivery of financial advice and support.

To ensure all local and communal processes and procedures within financial management are fully documented and review for updates regularly.

To make recommendations on improving financial control within the Directorates and Trust and if approved to support implementation and monitoring of new practice. To recommend improvements and changes to local working practices.

This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the Appraisal and Development Plan process.

COMPETENCY BASED APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated

EQUAL OPPORTUNITIES

The Trust has a Single Equality Scheme. The aim is to ensure that no individual receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity related matters, race, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements, which cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

NO SMOKING POLICY

This is a smokefree Trust. Smoking is not allowed in any of our hospital buildings or grounds. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

QUALITY

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

DATA PROTECTION ACT 1998

All employees are required:

- To ensure compliance with all Trust policies, and those procedures relevant to the area of work.
- To maintain high levels of confidentiality and information security at all times, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
- To ensure that the data is of good quality, accurate and relevant for purpose, where any processing of information takes place (paper records or electronically).

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.

All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

INFECTION PREVENTION AND CONTROL

All employees are required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.

SAFEGUARDING CHILDREN

All employees of the Trust, regardless of the work, they do have a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

SAFEGUARDING ADULTS

All employees of the Trust, regardless of the work they do, have a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

CODE OF CONDUCT – For Managers

As an NHS Manager, you are expected to follow the Code of Conduct or NHS Managers (October 2002), observing the following principles:

- Making the care and safety of patients your first concern and act to protect them from risk.
- Respecting the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Being honest and acting with integrity.
- Accept responsibility for your own work and the proper performance of the people you manage.
- Showing your commitment to working as a team member by working with your colleagues in the NHS and wider community.
- Taking responsibility for your own learning and development.

GENERAL

This job description is a reflection of the present requirements of the post and the content may be subject to review and amendment in light of changes and developments.

Review date - Yearly

Signed
Employee

Dated

Signed
Manager

Dated