

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title: | Apprentice / Junior Finance Assistant |
| Band: | Apprentice / Band 2 |
| Hours: | 37.5 (1 WTE) |
| Reporting to: | Finance Manager |
| Accountable to: | Head of Finance |
| Responsible for: | None |
| Base: | Castle Road, Rayleigh |

As a member of the joint team, the post holder will adopt a matrix working approach to deliver the CCGs’ shared vision, support the development and implementation of their strategies and transformation plans, working with employees across other directorates and the Joint Commissioning Team to address the challenges faced locally and across the wider STP footprint.

NHS Castle Point & Rochford and Southend CCGs are members of the Mid and South Essex Sustainability Partnership (STP), one of 44 STPs across the NHS in England.

As part of the ongoing process to improve the internal pipeline of candidates and increase the development for existing staff this post is split banded. It is possible to be appointed, via the standard application and interview process, to either an apprentice post or directly to a Band 2 position depending on prior experience and capabilities. It will also be possible for someone appointed as an apprentice to be ‘uplifted’ to a Band 2 position once they meet all the essential requirements included within this job description and successfully fulfilling all the requirements detailed in the ‘internal finance apprentice to band 2 uplift’ document.

The essential requirements to be considered for an apprentice position are, understandably fewer, and explicitly described within the job description. The uplift process will be overseen by either the Deputy Chief Financial Officer or the Head of Financial Planning & Costing and will have direct involvement from the HR function. Final approval for all uplifts must be provided by the Chief Financial Officer.

Within the matrix structure for the Finance Officers (Band 6 & Band 5), Finance Assistants (Band 4 & Band 3) and Junior Finance Assistants / Apprentices (B2 / Apprentice) there is a funded establishment of 6.0 wte (whole time equivalents). The 6.0 wte excludes the additional Finance Officer B6 post separately identified on the structure.

The numbers of staff at each level will be allowed to flex within the following constraints

* the overall establishment of 6.0 wte is not exceeded
* the total number of Finance Officers (B5 / B6) does not exceed 2 wte
* the total number of Finance Assistants (B3 / B4) does not exceed 3 wte

**JOB PURPOSE**

The post holder will support a range of tasks across the Finance department. The specific tasks to be supported / completed will flex according to the ability and experience of the post holder. Experienced junior finance assistants will be expected to be capable of supporting both a larger portfolio and additional complexity.

As well as being allocated specific tasks (e.g. processing budget movements) the post holder will support all members of the finance function with ad-hoc requests. These requests will both support the finance function in meeting its objectives and should be designed to develop the skills of the post holder.

One of the key objectives in including this post is that the CCGs will have increased ability to ‘grow our own’ candidates for more senior posts. The CCGs are committed to supporting the individual to develop and therefore we are seeking candidates who have both the aptitude and attitude to learn the new skills necessary to progress to more senior roles within the finance department.

**JOB SUMMARY**

The role will provide support to all other members of the Finance department with typical tasks including preparing and processing journals, reconciling accounts and, managing the non-contract activity invoices.

The post holder will be responsible for following internal reporting processes ensuring that they are clear about their roles and responsibilities. The post holder is expected to have a general understanding of the overall financial position of both CCGs.

It may be necessary to attend meetings with managers and explain financial information and provide advice. The post holder will develop good skills in computer applications, particularly spreadsheets and Financial Information systems. There is a requirement to utilise these computer tools to undertake increasingly complex enquiries.

**MAIN DUTIES & RESPONSIBILITIES**

* Prepare and process journals
* Assist in the preparation and processing of budget virements
* Assist with reconciling and clearing of suspense accounts
* Assist with the maintenance of the finance general ledger including the linking of codes
* Prepare, reconcile and input monthly invoices and recharges
* Receive, investigate and process queries relating to overdue invoices
* Raise, code and maintain a record of Non Contract Activity invoices
* Raise and code debtor’s requests as directed by other members of the Finance team
* Set up and maintain spreadsheet records for recording claims for payment
* General administrative duties including filing of financial records
* Any other financial duties as required by the Finance team
* Assist in the preparation and completion of the Annual Accounts and related returns
* Cross cover for the other apprentice / B2 roles as applicable
* Ensure that you are aware of and fully compliant with accounting policies and financial procedures within own area of responsibility
* Occasionally assess the monthly processes to determine if they are still appropriate, feeding back where improvements could be made

**Other Duties**

This job description 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 individual’s performance review / appraisal. There may be a requirement to undertake other duties as may reasonably be required to support the CCGs in accordance with the individual’s grade and role within the organisation.

**JOINT WORKING**

The CCGs have adopted a joint working culture across both organisations. All employees will be required to work flexibly across the CCGs to deliver the priorities.

**MATRIX WORKING**

The CCGs operate on a matrix style of working and all employees will be required to adopt this approach to deliver the CCGs’ objectives.

**VALUES AND BEHAVIOURS**

The CCGs have a joint set of values and behaviours and all employees are required to demonstrate and uphold these whilst undertaking their duties.

**Codes of Conduct**

The CCGs require the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body and to the CCGs’ Codes of Conduct.

**Equal Opportunities**

The CCGs are committed to equal opportunities that affirm that all employees should be afforded equality of treatment and opportunity in employment irrespective of gender, sexuality, marital status, race, religion/belief, ethnic origin, age or disability. All the employees working at the CCGs are required to observe this standard in their behaviour to fellow employees and CCG service users and other stakeholders.

**Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the CCGs and their employees.

All employees are required not to disclose any confidential information either during or after their employment with the CCGs, other than in accordance with the relevant professional codes.

Failure to comply with these regulations whilst in the employment of the CCGs could result in action being taken.

**Data Protection**

All employees must adhere to appropriate CCGs’ standards/policies in respect of the use of personal information, including guidance on the use and disclosure of information. The CCGs also have a range of policies for the use of computer equipment and computer generated information. These policies detail the employees’ legal obligations and include references to current legislation. Copies of the Policy on the Protection and use of Personal Information and other Information Technology can be found on the CCGs’ intranet sites.

**Health and Safety**

The CCGs expect all employees to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others welfare.

**Risk Management**

All employees will be responsible for adopting the Risk Management Culture and ensuring that they identify and assess all risks to their systems, processes and environment and report such risks for inclusion within the CCGs’ Risk Register. Employees will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the policies.

**Governance**

All employees have a responsibility to be aware of governance arrangements and ensure that the reporting requirements, systems and duties of action put into place by the CCGs are complied with.

**Policies & Procedures**

All employees are expected to comply with all the policies and procedures drawn up by the CCGs.

**No Smoking Policy**

The CCGs are no smoking organisations and as such, employees are not permitted to smoke whilst on duty. All NHS employees are expected to recognise their role as ambassadors for a healthy lifestyle. As such, employees should not smoke whilst in uniform, in NHS vehicles or on the CCGs’ or other health care premises.

**Infection Control**

All employees must observe the Health Act 2006 (Hygiene Code), and ensure that they understand and implement their responsibilities in the prevention and control of infection.

**Safeguarding Children**

Everyone employed by the CCGs regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. Employees have a responsibility to ensure they are familiar with and follow the Child Protection policy and the CCGs’ supplementary child protection guidance which is accessed electronically on the CCGs’ intranet sites. To ensure they are equipped to carry out their duties effectively, employees must also attend child protection training and updates at the competency level appropriate to the work they do and in accordance with the CCGs’ Child Protection training guidance.

**Safeguarding Adults**

Everyone employed by the CCGs regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. Employees have a responsibility to ensure they are familiar with and follow CCGs policies in relation to safeguarding vulnerable adults. To ensure they are equipped to carry out their duties effectively, employees must also attend vulnerable Adult Protection training and updates at the competency level appropriate to the work they do and in accordance with the CCGs’ Vulnerable Adult Protection training guidance.

**MOBILITY**

Employees may sometimes be based at other CCGs’ managed locations or expected to travel to anywhere within the South Essex boundaries.

Date last reviewed: Sept 2018

Date to be reviewed: March 2019

**PERSON SPECIFICATION**

**JOB TITLE: Apprentice / Junior Finance Assistant**

**BAND: Apprentice / 2**

NOTE: The Essential Criteria fully applied to B2 Post. Only those marked as AATA (also applies to apprentice) are mandatory for apprentice applications. Full details of the criteria and process to be completed for apprentice staff to be uplifted to B2 are detailed in the ‘internal finance apprentice to band 2 uplift’ document.

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| **QUALIFICATIONS** | * AAT Level 2
* 5 GCSEs (or equivalent) including English and Maths at grades A\* - C / 9 – 4 (from 2017) (AATA)
 |  |
| **KNOWLEDGE, TRAINING & EXPERIENCE**  | * Ability to concisely explain the purpose of underpinning accruals and pre-payment journals
* Clear written and verbal communication skills (AATA)
* Good attention to detail (AATA)
* Understanding of the key financial objectives of CCGs
 | * Basic understanding of procurement rules
* 1+ year’s experience in financial management / management accounts.
* Demonstrable knowledge of some of the main NHS objectives both financial and non-financial
 |
| **SKILLS & ABILITIES** | * Understanding of the mechanics involved in a finance ledger
* Good level of numeracy and attention to detail (AATA)
* Experience of working in a team (AATA)
* Ability to analyse, interpret, and effectively communicate basic financial information
* Ability to quickly learn to perform straightforward queries from data sets (e.g. MS Excel) (AATA)
 | * Ability to plan and co-ordinate small programmes of work
* Evidence of continuous personal and professional development
* Prior experience using Oracle Ledger System
* Good working knowledge of Microsoft Office particularly Excel, Word and Powerpoint
* Ability to analyse, interpret, and effectively communicate moderately complex financial information
* Expert knowledge of Microsoft Office particularly Excel
 |
| **PERSONAL QUALITIES** | * Ability to manage and prioritise workloads to meet deadlines (AATA)
* Keen to acquire new knowledge and skills AATA)
* Positive approach to personal development (AATA)
 | * Prior experience of working with non-financial colleagues (e.g. managers / clinicians)
* Keen to share learning with colleagues and team members
* Good interpersonal skills (AATA)
* Pro-active approach to personal development (AATA)
* Ability to remain calm and focused under slight pressure (AATA)
 |