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**JOB DESCRIPTION**

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### Job Details:

## Job Title: Undergraduate Student Placement

**Band:** 2

**Location:** Rouen Road, Norwich

**Department:** Finance

**Professionally   
Accountable to:** Deputy Director of Finance – Operations

**Job Purpose:**

The role is based in the Norfolk and Norwich University Hospitals NHS Trust‘s Finance Department where students will have the opportunity to gain experience working alongside our team to understand how NHS finances work.

The post holder will be provided with the opportunity to work across the following areas of the department:

* Financial Services
* Financial Reporting
* Financial Strategy and Planning

All staff are expected to support the delivery of a high quality, safe and compassionate healthcare service and to act as a role model to others in all aspects of their work and consistently demonstrate NNUH’s ‘PRIDE’ values of People focused, Respect, Dedication, Integrity and Excellence.

**Overview of Essential Responsibilities:**

**Financial Services**

Assisting and support the Deputy Director of Finance and Financial Accounting team in the provision of an efficient and pro-active financial accounting service.

Responsibilities will include:

* Providing support to the Accounts Payable and Accounts Receivable teams to manage the Trust’s creditors and debtors;
* Preparing journal entries to meet month end timetables;
* Ensuring all accounting records, systems and files are accurately maintained.
* Assist in cash flow reporting and management
* Undertaking control account reconciliations

**Financial Strategy and Planning**

Assisting and supporting the Deputy Director of Finance – Financial Strategy and Planning in the planning and organisation of a range of highly complex projects that impact across the Department and Trust, which may arise from national or local requirements. To include, but not limited to the:

* Annual budget setting process;
* Development of the Trust’s medium to long-term financial plan; and
* Development and review of significant investment business cases.
* Supporting the Trust in efficient and effective use of resources through the production of reports from available tools such as benchmarking and Model Hospital.
* The provision of financial analysis to support the assessment of the financial and business consequences of possible major service changes, mergers and acquisitions.

**Financial Reporting**

The post holder will assist and support the Financial Reporting team in the provision of:

* Maintaining the Capital Asset Register and reporting in a timely manner;
* Preparing the main statements of financial accounts;
* Reporting the performance of the Trust both internally and externally;
* Monitoring and reporting of the PFI

Responsibilities will include:

* Supporting the team in maintaining the system for the control of all capital expenditure; ensuring this is up-to-date and accurate.
* Assisting with month and year end accounting processes.
* Reporting the performance of the Trust both internally and externally;
* Supporting the maintenance of financial records in respect of the PFI contract for the Norfolk and Norwich University Hospital.
* Undertaking control account reconciliations

**Line Management/Financial Management Responsibilities:**

None.

**Specific Additional Responsibilities:**

None.

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| --- | --- | --- | --- |
| **Functional Requirements** | |  | |
| Direct face to face patient contact | No | Blood/body fluid exposure | No |
| Exposure prone procedures (EPP) | No | Prevention and management of aggression | No |
| Manual handling | No | Crouching/stooping or kneeling | No |
| Night working/shift work | No | Frequent hand washing/wearing gloves | No |
| VDU user | Yes | Chemical sensitisers | No |
| Driving patients | No | Noise | No |
| Other (please state) | No |  |  |

**Job Specification:**

|  |  |  |
| --- | --- | --- |
|  |  | Means of Assessment |
|  | Essential/ Desirable | Application Form/ Interview/Test/Ref |
| **Qualifications~~/~~training and professional development**  Undergraduate | Essential | Application form/Interview |
| **Experience**  Working knowledge of a broad range of finance functions | Essential | Application form/Interview |
| **Skills, abilities and knowledge**  Basic knowledge / experience in use of excel  Data entry experience | Essential  Desirable | Application form/Interview  Application form/Interview |
| **Attitude, aptitude**  Team worker able to work under own initiative with a proactive approach to problem solving.  Able to work to strict deadlines  Effective role model, demonstrating NNUH’s PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence | Essential  Essential  Essential | Interview  Interview  Application form/Interview |

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.