**JOB DESCRIPTION**

**Job Title:** Finance Undergraduate Placement Student

**Department:** Financial Management

**Grade:** Placement Student

**Accountable to:** Director of Finance

**Responsible to:** Management Accountant – Clinical Support/Therapies/Women&Children

**PATIENT FIRST SERVICES STANDARDS**

At West Suffolk Hospital we promise to put Patients First. Our commitment to every patient, every day, doing our best to ensure they feel safe, in a clean and comfortable environment with highly professional staff who work together to achieve this.

We want our patients to feel cared for, with a courteous and respectful attitude from kind and helpful staff who have the time to listen and keep them informed at every step. We want them to feel confident that their treatment is provided by skilled and compassionate teams who will involve them in their care and who understand their time is valuable.

**Job Purpose:**

This post will provide an opportunity for an undergraduate student to gain experience within an NHS Finance department in a 12 month placement rotating through three sub-departments; management accounts, financial services and contract income. The timing and duration of the rotations will be determined by business need although the majority of the time over the twelve months will be spent with management accounts.

The post holder should be capable of planning their workload to achieve tight deadlines whilst ensuring consistency and paying strong attention to detail. They will be required to work on their own initiative, seeking guidance when appropriate.

The placement student will be expected to communicate clearly any requirements that need to be met as part of their degree and ensure appropriate arrangements are in place for any required assessment..

**Key Tasks - Management Accounts:**

1. Budgetary Control
   1. To assist in the production of monthly budget statements and associated reports for defined budgets, ensuring all necessary adjustments are carried out in accordance with agreed timetables and department policies and procedures.
   2. To investigate significant variances by interrogating all the financial ledger sub-systems and other information systems.
   3. Completion of month end routine requirements such as posting journals, raising invoices, budget reconciliations and statutory record maintenance.
   4. Assist in the processes to support the financial year end for defined budgets, complying with policies and guidance issued. This will be done under the supervision of a Management Accountant.
   5. To assist in the setting of annual budgets in collaboration with budget holders and senior finance staff.
   6. To resolve queries, provide information and analysis as requested by managers and budget holders regarding financial management matters in a timely manner.
   7. To process vacancy approval and P-forms, ensuring establishments are kept up to date
2. Monthly Payroll Duties
3. Checking last month’s General Ledger Interface files against all directorates to see if some individuals are still being incorrectly coded in the current month. If they are, using the ledger and WTE files to find where they are being incorrectly coded and asking the relevant management account where they should be coded.
4. Adding any one off code changes to the ESR Position Code change form.
5. Updating the Whole Time Equivalent files at month end.
6. Updating the Healthroster files at month end.
7. Agreement of Balances Exercise
   1. The Agreement of Balances process is exactly that, it is a comparison of what the receiver records is outstanding compared to what the payable organisation recognises as a balance outstanding. It does NOT mean an agreement to pay an invoice. If an invoice is not adjusted it does not mean it is agreed to be paid.
   2. To assist with the agreement of balances process, investigating outstanding invoices due to other organisations and disputing the charges if need be.
   3. Keeping an up to date spreadsheet of all invoices including outstanding and paid invoices.

**Key Tasks - Financial Accounts:**

1. Financial Accounts
   1. Preparation and reconciliation of key Trust control accounts ensuring that all entries on the reconciliation are supported by appropriate document.
   2. Produce urgent cheques for payroll payments and inputting onto excel spreadsheet. Produce cheques for purchases from charitable funds, via the Charitable Fund Accountant, and sending out cheques to correct personnel and suppliers to tight deadlines. Maintain schedule of payments and input onto excel spreadsheet.
   3. Opens incoming mail for department and distributing, redirecting post to other departments with no delay. Also keeping record of cheques received daily.
2. Accounts payable
   1. To prepare batches of supplier invoices and process these through finance system ensuring that the batches agree and reconcile to supporting records.
   2. Liaise with suppliers regarding queries on orders and invoices and ensures that all accounts are up to date on a regular basis.
   3. Follow up with suppliers any outstanding invoices on statements and liaise with appropriate Trust Manager to ensure queries / problems are resolved and communicated with supplier as to when payment will be made.
   4. Amend and update supplier information using the correct process ensuring there is sufficient supporting evidence for the changes
3. Cashiers
   1. To clear, collect and count monies from catering department tills, pharmacy department till, vending machines, antenatal photo payment, car parking machines and telephone coin boxes on the agreed timing schedule.
   2. Ensure all cash collections are banked daily into appropriate accounts including Trust Funds and patient property monies.
   3. Control and issue petty cash payments. Make sure all sub floats held in other departments are correctly coded and reimbursed. Balance petty cash and reimburse as required.
   4. Enter lodgements into the financial system ensuring appropriate supporting documents are filed correctly
4. Accounts Receivable
   1. Assist in the maintenance of the debtors ledger ensuring that receipts are correctly recorded against the relevant customer
   2. Liaise with customers to ensure that invoices are paid within the agreed terms ensuring that any problems are resolved.
   3. Assist in identifying patients who may be liable to pay for their healthcare and contacting those patients accordingly

**Key Tasks - Contract Income:**

1. Income Reporting
2. Assist in the production and validation of the monthly internal and external income reports. Have a good understanding of the National Tariff Payment System.
3. To take proactive role in year reviewing income performance and leading regular dialogue and challenge to the operational teams with the Finance Managers
4. Work with relevant departments to improve their data capture.
5. To assist with the Commissioner reconciliation process on a monthly basis.
6. Patient Level Costing
7. Assist with the development and validation of the patient level costing system from an income perspective.
8. Work with stakeholders where patient level data doesn’t exist or isn’t of sufficient quality.
9. Review the outputs from the costing system to help identify income opportunities within the Trust.
10. Contracting
11. Assist with the management of the contracts held with external bodies.
12. Attend contract meetings and assist with any actions arising from these meetings. Manage the completion of internal actions resulting from these meetings and make sure the agreed deadlines are adhered to.

**Key Tasks - Corporate/General**

1. Corporate/General
   1. To establish and maintain good working relationships with budget holders and other staff in support of their financial and reporting requirements
   2. To undertake any other duties as required, which are consistent with the grade and nature of the post
   3. Ensure mandatory training is up to date as required.
   4. To comply with the requirements of the Data Protection Act with regard to the confidentiality of personal information and patient confidentiality.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **MEASUREMENT/ EVIDENCE** |
| Education/Qualifications | Currently studying for a degree with the opportunity to for a year placement.  At least 2 A levels grades A-C  At least 5 GCSEs including English and Maths |  | Certificates |
| Experience/Training | An interest in a career in a financial environment. | An interest in a career in NHS finance or the wider public sector | Application Form |
| Skills/Knowledge | Computer literate, especially in relation to Excel.  Numerate and able to write clearly and concisely.  Ability to establish and maintain positive working relationships with a wide range of colleagues.  Ability to respond to competing demands while maintaining a calm approach.  Ability to respect confidentiality and sensitivity. | Ability to deal with difficult people and/ or situations.  Proven analytical skills  Accurate and efficient computer input | Application Form and Interview |
| Qualities/Attributes | Good interpersonal skills  Strong Team player  Personal initiative and drive  Good organisational skills  Self- reliant  Positive and professional attitude | Committed to career development | Application form and Interview |