

Job Description

Job Title:	Finance Undergraduate Work Placement
Band:	2
Responsible to:	Finance Manager
Department:	Finance
Directorate:	Corporate

Our Values

	Behaviour	How we will demonstrate this behaviour
Professionalism	We will maintain the highest standards and develop ourselves and others	By demonstrating compassion and showing care, honesty and flexibility
Respect	We will create positive relationships	By being kind, open and collaborative
Innovation	We are forward thinking, research focused and effective	By using evidence to shape the way we work
Dignity	We will treat you as an individual	By taking the time to hear, listen and understand
Empowerment	We will support you	By enabling you to make effective, informed decisions and to build your resilience and independence

Job Purpose

To support the Finance Team in the provision of timely and accurate information and advice to managers at all levels within Cambridgeshire and Peterborough NHS Foundation Trust.

The post holder will be expected to engage with a variety of staff both within and outside of the Trust and at different levels.

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This placement is designed to give you a set of competencies and work experience which will enable you to achieve a graduate qualification.

The placement will be undertaken in collaboration with the University with which you study, and is arranged via the Skills Development Network. You will complete a portfolio of evidence to demonstrate your learning and skills in practice in accordance with the placement framework.

The post will be based in an office environment and will include long periods of working at a computer.

Hours of work

As an undergraduate you will work 37.5 hours per week Monday - Friday. This is to be split between a minimum of two days per week in the office and the remainder from home.

Dress code

As a member of the Finance Team you will be expected to adhere to the Trust's dress code policy.

Role of the Department

The Finance Department supports every aspect of the business and is primarily responsible for ensuring the following:

- optimisation of limited financial resources
- appropriate financial controls in place
- financial policies and procedures adhered to
- compliance with financial reporting requirements

One of the major roles of the Finance Department is to identify appropriate financial information prior to communicating this information to managers and decision-makers, in order that they may make informed judgements and decisions. The Finance Department contributes an objective perspective based on financial assessment techniques.

The Department works closely with NHS Shared Business Services (SBS), who are the Trust's shared services provider, to monitor the purchase ledger, sales ledger, procurement, treasury management and payroll functions; providing input and support as appropriate.



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Main Tasks, Duties and Responsibilities

- 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 Non Purchase Order (Non-PO) report on a weekly basis and liaise with Management Accountants in order to ensure invoices are processed within the prompt payment policy;
- Prepare monthly expenditure accruals to support Management Accountants;
- 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 Cost & Income Accountant or Finance Managers;
- Monitor and respond to queries in the general Finance Queries mailbox;
- Support the finance team in the maintenance of the ledger, undertaking analysis, and setting up codes as required;
- Process payments of invoices and expense claims obtaining appropriate authorisation and maintain necessary records of transactions;
- Clear suspense accounts as required for monthly budget statements;
- Ensure that all appropriate queries to the finance department are investigated and actioned as required;
- Work as a team with other staff within the finance department to ensure the efficient and effective organisation of the department;
- Participate in specific projects as required by the Senior Staff of the finance department;
- To undertake any other financial accounting ad hoc duties.

Equipment & Systems

The role will predominantly require the use of Excel (at an intermediate level), Word, Outlook and Oracle, being the financial ledger software used.

Decisions & Judgements

- The post holder will be required to use own judgement in order to find solutions to problems within own area.
- The post holder will be expected to escalate any issues requiring decisions, or where a judgement is required on an area outside of own responsibility.

Research & Audit

Not applicable



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Communication & Relationships

- Requires effective communication skills, both oral and written, coupled with the ability to actively listen and engage.
- Communicate financial information to non-financial stakeholders in a manner that is clear and understood.
- Build effective working relationships with internal colleagues, and also externally within shared services provider organisation.

Managerial & Financial Requirements

- Responsible for raising requisitions as required for the Finance Department.
- Responsible for personal duty of care towards equipment, facilities and resources used in the course of own work.
- There is no managerial requirement within the role.

Physical, mental, emotional & environmental demands of the job

1. Physical demands
 - The role will be desk based, with prolonged periods of sitting and restricted movement.
2. Mental demands
 - The role will require occasional periods of concentration, particularly during the month-end reporting period.
 - There will be occasions where there are competing priorities and demands, which may impact on the ability to meet deadlines, therefore requiring excellent time management skills.
3. Emotional demands
 - The role does not involve exposure to distressing or emotionally demanding circumstances.
4. Working conditions
 - The role will be desk based within an open plan office and will require the use of Visual Display Unit equipment more or less continuously on most days.
 - There may be occasional travel required to other Trust locations.

Training & Development

- To participate in regular supervision in accordance with good practice guidelines and Trust policy.



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- To participate in studying for Apprenticeship qualification.
- To participate in the Trust's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

Quality & Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day-to-day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- To maintain up to date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
- Keep up to date with Accounting Standards and other NHS financial guidance.
- Ensure all Continuing Professional Development requirements are met.
- To comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard and in accordance with currently quality initiatives within the work area.
- To comply with all relevant Trust policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to be aware of any changes in these.
- To comply at all times with the Trust's Information Governance related policies. Staffs are required to respect the confidentiality of information about staff, patients and Trust business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.

Equality & Diversity

The Trust is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As



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a Trust we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the Trust is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore all staff are required to be aware of the Trust's Equality and Diversity Policy and the commitments and responsibilities the Trust has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- This post is subject to the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) and as such it will be necessary for a submission for disclosure to be made to the Criminal Records Bureau to check for previous criminal convictions. The Trust is committed to the fair treatment of its staff, potential staff or users in line with its Equal Opportunities Policy and policy statement on the recruitment of ex-offenders.



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INVESTOR IN PEOPLE



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Person Specification

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Band:	2
Responsible to:	Finance Manager
Department:	Finance

Criteria	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Four GCSEs grade 4-9 (A-C equivalent) including Maths and English or equivalent • Currently undertaking a Finance related degree 	
Experience		<ul style="list-style-type: none"> • Experience of working in a team
Knowledge & Skills	<ul style="list-style-type: none"> • IT Literate with good computer skills. • Good communication and interpersonal skills. • Ability to carry out tasks following instructions. • Ability to analyse and interpret financial and other information • Ability to plan, organise and prioritise own workload in order to achieve deadlines • Ability to identify problems and recommend solutions • Working knowledge of Microsoft Office Programmes (e.g Word, Excel, Outlook). 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work to deadlines • Ability to work under pressure • Good interpersonal skills • Team player • Attention to detail • Methodical • Good organiser 	



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	<ul style="list-style-type: none"> • Ability to use own initiative 	
Other	<ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principle of confidentiality • Demonstrates professional curiosity • Understanding of need for sensitivity and discretion in particular circumstances • Professional appearance and conduct • Willingness to be flexible in approach and attitude 	

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Trust believes in treating everyone with dignity and respect and encourages applications from all sectors of the community. We guarantee an interview to candidates with disabilities who meet the minimum essential criteria.