**JOB DESCRIPTION**

***Delete if n/a:*** *Posts which involve regular contact with vulnerable adults and/or children are exempt from the* ***Rehabilitation of Offenders Act 1974****, by virtue of the* ***Rehabilitation of Offenders Act (Exemption Order) 1975****.  Appointment to this role will be subject to a DBS check through the Disclosure and Barring Service, at the appropriate level, which is deemed satisfactory to the Trust.  The Trust will ask the successful applicant to provide the Disclosure and Barring Service certificate prior to commencement in post.  Failure to do so may lead to the conditional offer of employment being withdrawn*

|  |  |  |  |
| --- | --- | --- | --- |
| **(A) Job Details** | | | |
| **Job Title** | **NHS Undergraduate Finance Trainee** | **AfC Band** | 2 |
| **Hours of Work** | M-F 09:00 – 17:00 | **Base** | Hellesdon |
| **Department** | Finance | **Directorate** | Finance & Commissioning |

|  |
| --- |
| **(B) Job Summary** |
| To provide management accountancy support to a Senior Finance Analyst with the following responsibilities:   1. Assist preparation of annual Directorate budgets. 2. Assist production of timely and accurate monthly budget reports, forecasts and variance analysis in line with department deadlines for specified areas.      1. Maintain up to date and accurate budgetary control records and establishment records for specified areas. 2. To support the management accountant to meet with budget managers to advise on budgetary control and management. 3. Provide financial information to the Senior Finance Analyst and Management Accounts team. 4. Support Budget managers in production of annual business plans. 5. Provide advice Budget managers to enable budgets to be managed effectively and efficiently.   To provide support to the Financial Services and Charities Teams.  Tasks that you may be asked to assist with are:   1. Registering purchase invoices on to the Agresso system 2. Reconciling supplier statements 3. Processing Debtor requisitions and creating sales invoices 4. Setting up supplier accounts on the Agresso system 5. Logging charitable funds requests and gaining the necessary approvals. 6. Data inputting on the Charitable Funds finance system. |

|  |  |
| --- | --- |
| **(C) Key Working Relationships** | |
| **Internal**  The Director of Finance & Commissioning  The Head of Finance  The Head of Financial Reporting  Senior Finance Analysts  Management Accountants  Financial Services Team  Budget Holders  Budget Managers  Other Finance and Procurement Staff  Information Staff  HR staff | **External**  Payroll Staff |

|  |
| --- |
| **(D) Key Working Responsibilities** |

*Note: The Graduate Trainee position is recognised as a learning and development role. It is the Directorates plan that the Undergraduate role should have the opportunity to gain experience in all these areas noted below, however it cannot be guaranteed.*

*The responsibilities listed below are included as what the post holder will be able to confidently achieve by the end of the fixed term. Additional guidance and support will be given to enable independent working as development progresses.*

**Responsibilities covering:**

* **Communications and Engagement**
* **Analytical and Judgement**
* **People and Finance**

Assisting in the provision of a comprehensive financial management and accounting service for all aspects of the specified areas for which the post holder is made responsible.

**Annual Budgets and Business Plan**

Assist with the preparation of the annual budget setting process for one or more specified budgetary areas of the Trust.

Support the Management Accountant in liaising with managers to discuss their current performance and future plans.

Provide financial support and advice, whilst costing future budgets. Presentation to the Senior Finance Analyst of proposed budgets.

The post holder will need to adhere to the budget setting timetable and complete the process in the timescale stated.

Budgeted staffing establishments must be set as well as financial budgets.

Budgets must be communicated to managers within the timescales set.

**Monitoring budgets during the financial year**

The post holder will need to prepare accurate and timely monthly detailed reports for nominated budget areas of the Trust.

The post holder will prepare and post accruals, prepayments and journals into the finance system.

The post holder will need to provide information to assist with the production of the forecast and variance reports for the Senior Finance Analyst. These will be produced in conjunction with the budget holders.

Meeting with Budget Managers will be held by the post holder at regular intervals as specified by the Senior Finance Analyst. These meetings will be to review budgets, forecasts, and variances, and in support of the Management Accountant.

The post holder will maintain detailed establishment and budgetary control records.

The post holder will assist the Senior Finance Analyst and the Management Accounts Team with the production of financial information and reports.

The post holder will need to assist with the production of information for the Trust Financial Statements where necessary.

**Income**

The post holder may be required to assist with the raising of timely and accurate invoices to other bodies and may be required to assist with information for Commissioners.

**Staff**

Provide support to other members of the Charities, Management Accounts and Financial Services teams.

**Financial Services and Charities teams**

Support Accounts Payable and Accounts Receivable Officers with invoice processing. Registering the receipt of invoices onto the accounting system and matching against orders.

Preparation of invoices and may be asked to review aged debt position.

Communicating with suppliers and budget managers regarding invoice and order queries.

Completing supplier statement reconciliations.

Recording Charitable funds requests and obtaining the correct authorisations to process the request.

Monitoring the Charitable Funds inbox for requests and queries. Recoding gift aid claims register.

|  |
| --- |
| **(E) General Expectations** |
| **DBS Checks and the Rehabilitation of Offenders Act:** Posts which involve regular contact with vulnerable adults and/or children are exempt from the **Rehabilitation of Offenders Act 1974**, by virtue of the **Rehabilitation of Offenders Act (Exemption Order) 1975**.  Appointment to this role will be subject to a DBS check through the Disclosure and Barring Service, at the appropriate level, which is deemed satisfactory to the Trust.  The Trust will ask the successful applicant to provide the Disclosure and Barring Service certificate prior to commencement in post.  Failure to do so may lead to the conditional offer of employment being withdrawn.  Posts that are **exempt** from the Rehabilitation of Offenders Act 1974, failure to inform the Trust of any convictions, cautions, reprimands or warnings, during the course of your employment, you may be liable to disciplinary action under the Trust’s Disciplinary Policy, such action may include dismissal.  **Flexibility:**  May be required to work at any of the Trust’s sites in line with service needs.  **Infection Prevention and Control:** All Trust employees have duties under the “Health and safety at Work etc. Act 1974” which have a bearing on the prevention and control of infection in particular:Staff are expected to understand their responsibilities as outlined in the Infection Prevention and Control Policy and related guidelines, comply with all stated systems and maintain their knowledge of infection prevention and control relative to their role.  **Confidentiality, Data Protection, Freedom of Information and Computer Misuse:**  The information being handled by employees of EEAST is strictly confidential. Failure to respect the confidential nature of this information will render the employee subject to disciplinary action, including possible dismissal. This could also constitute a criminal offence. It is the duty of all employees to uphold the principles of the Data Protection Act 2018, the NHS Confidentiality Code of Conduct, Caldicott principles and the terms of the employment contract. All staff must safeguard the handling of information held in both computerised and manual filing systems and it is the employees responsibility to ensure all records are accurate and up to date, and that errors are corrected or notified as appropriate.  All staff must be aware of their responsibilities under the Freedom of Information Act 2000, and must comply with and keep up to date with Trust policies and legislation on confidentiality, data protection, freedom of information and computer misuse.  **Communication:** All staff should be able to communicate effectively with people who use services and other staff, to ensure that the care, treatment and support of people who use services is not compromised.  **Health, Safety, Security and risk management:** All staff are required to adhere to and act consistently with all relevant health and safety legislation and Trust policies and procedures in order to ensure that their own and the health, safety and security of others is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property, use of necessary safety devices and protective clothing and the achievement of the Trust’s objectives in accordance with the Trust’s risk management strategy and policies.  **Major Incident:** In the event of a major incident or civil unrest or other potential large scale service disruptions (e.g. Pandemic) all East of England Ambulance Service NHS Trust employees will be expected to report for duty on notification. All employees are also expected to play an active part in preparation for a major incident, civil unrest or other potential large scale service disruptions (e.g. Pandemic) and to undertake training as necessary.  **Business Continuity:** All AfC Band 7 post holders and above, are required to ensure that the business continuity management system requirements under their area of responsibility are fully embedded into day to day business processes and that the necessary resources are available. Post holders should promote continual improvement of the Trust’s business continuity management system. This includes communicating the importance of effective business management to their team(s) and direct and support others to contribute to the effectiveness of business continuity. Promote continual improvement of the Trusts business continuity management system.  **Equality and Diversity:** Actively promote the Trust’s commitment to equality and diversity by treating all patients, colleagues and visitors with dignity and respect and comply with related policies including Equal Opportunities Policy, Dignity at Work Policy, Recruitment and Selection Policy etc.  **Mandatory, job related training and CPD:** Take a proactive approach to own personal development in order to ensure that skills set is aligned to the demands of the role as it evolves and develops to meet the organisation’s changing needs. This will include full participation in a compassionate conversation and identifying any reasonable adjustments you may need for learning at the earliest opportunity.  **Safeguarding children and vulnerable adults:** All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.  Further information about the Trust commitment to this and your responsibilities can be sought from the Trust’s Child Protection Leads.  **No Smoking Policy:** East of England Ambulance Service NHS Trust is a no smoking Trust and all staff must comply with the Trust’s no smoking policy.  **Data Quality:** It is the responsibility of all employees to ensure data is of a high quality standard, in order to support the Trust in providing a quality service. Data must be accurate, valid, reliable, timely, relevant and complete. For further information on the Trust’s commitment to this, please refer to the Trust’s Data Quality Policy.  **Standards of Business Conduct:** It is the responsibility of all employees to conduct all business in an honest and ethical manner. The Trust is committed to acting with integrity in all its dealings and relationships and to implementing effective systems to prevent bribery. The Trust will uphold all laws relevant to countering bribery and corruption, including the Bribery Act 2010, in every aspect of its conduct, including its dealings with public and private sector organisations and the delivery of treatment and care to patients. Following the implementation of the Bribery Act 2010, all employees should be aware that if they accept or offer any financial or other advantage, with the intention or knowledge that this is received in order to induce or reward the improper performance of their duties or offered to induce or reward the performance of another person’s duties, they may be guilty of an offence under the Bribery Act 2010. For further information on the Trust’s commitment to this, please refer to the Trust’s Anti-Bribery Policy.  **Sustainable Development:** EEAST is committed to delivering its services in a more sustainable way, encouraging staff and patients to make sustainable lifestyle choices through awareness campaigns and working with local communities. All employees have a responsibility to ensure the Trust achieves its high standard of sustainable development, and have positive impacts on health, expenditure, efficiency and equality across the six counties of the Eastern region in which it operates. |

|  |
| --- |
| **(F) Structure Chart** |
| **A chart needs to be provided to allow evaluation**  **Keep this chart small, concise and without bandings.**  Finance Structure chart June 2021 - Word  NHS Undergraduate Finance Trainee |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(G) DBS Requirement:** | | | | | |
| Does this post require a DBS check to be undertaken | | | Yes | No | |
| If Yes please indicate what level of check is required: | | | | | |
| Basic  Standard |  | Enhanced  Enhanced with Child & Adult Barred list | | |  |
| Rationale: (please see example below)  Non-Patient facing role | | | | | |
| *Example:*  ***DBS Requirement: Enhanced with Child & Adult Barred Lists***  *Rationale: First Person on Scene qualification will be required for the role – as such the Trust is asking for the postholder to effectively act as a Community First Responder and potentially stop and help a patient as required when out in a marked vehicle, therefore providing healthcare advice.  This should be considered as a normal part of their activity and should be treated the same as a Community First Responder – i.e., an enhanced with barred list check.  This is irrespective of whether they hold a clinical grade or non-clinical grade.*  *The role of X also requires an X qualification.  This requires an enhanced level DBS check as evidenced in the gov.uk guidance.* | | | | | |
| For support and guidance on which roles require/eligible for a DBS check please go to: <https://www.nhsemployers.org/case-studies-and-resources/2018/08/dbs-eligibility-tool> or <https://www.gov.uk/government/collections/dbs-eligibility-guidance> | | | | | |
| Has the DBS level been approved by EVC Panel | | | Yes | No | |
| Date DBS level approved: | | |  | | |

|  |
| --- |
| **(H) Job Description Record** |

This Job Description reflects the current main organisation priorities for the post. In the context of rapid change taking place within the NHS/Trust, these priorities will develop and change in consultation with the post holder in line with service needs and priorities.

Post Holder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Holder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date created |  | Version number |  |