**JOB DESCRIPTION FORMAT**

**Job Title**: Finance Assistant

**Grade/Band**: Band 2

**Department**: Finance

**Responsible to**: Senior Management Accountant

**Accountable to**: Executive Director of Finance

**Base**: The Colonnades, Beaconsfield, Hatfield AL10 8YE, with some travel to other sites

**Finance Department Mission Statement:**

***To empower the organisation to make the fullest use of its resource to deliver great care and great outcomes, whilst maintaining financial control***

HPFT Finance Department is accredited with Future Focused Finance at Level 1, and is registered as an Employer for CPD purposes with Cima, ACCA, and CIPFA.

**Job Summary**:

To assist the Management Accounts and Secondary Commissioning Teams in providing accurate and timely financial information and support, in a user-friendly manner, to staff within the organisation. This will include calculation and upload of accruals, coding and forwarding of invoices, data entry, and general support to the team. The post holder will need to develop and utilise knowledge of Standing Financial Instructions, Standing Orders, current legislation, and HPFT policies and procedures.

All staff should comply with the Trust’s Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

**Key Relationships:**

Management Accounts Team

Wider Finance Department

Wider organisation in particular budget holders and managers

Less regular communication with other organisations

The Finance Department organisational chart is applicable to this post.

**Duties and Responsibilities**:

Within the Management Accounts team most duties and responsibilities fall under one of these five main categories: Financial Reporting, Financial Planning, Income and Expenditure, Customer Service, and Management; any additional items particular to the role are listed under Other. For this role, the main duties and responsibilities within the categories are:

1. **Financial Reporting** (including Month End, Year End and other reporting)
   1. Calculation of accruals for defined items under supervision
   2. Secondary Commissioning Jet accrual
   3. Uploading journals onto the system
2. **Financial Planning** (including budget setting and forecasting)
   1. Completion of pay calculation sheets
   2. Involvement in budget setting under supervision
   3. Uploading of initial budget to the ledger as directed
   4. Uploading of budget journals in relation to approved changes to budget as directed
3. **Income and Expenditure** **Activities** (including Workforce)
   1. Coding and forwarding of defined types of invoices on the invoice authorisation system, using guidance provided, ensuring all error messages are removed in advance of forwarding to the budget holder and checking of VAT coding, querying it if necessary
   2. Checking of backing information relating to invoices, and raising queries where appropriate
   3. Maintenance of relevant spreadsheets
   4. Coding of secondary commissioning invoices and maintenance of the Jet system
   5. Raising of routine or adhoc invoices in a timely and accurate manner as directed
   6. Routine TRAC authorisation (on a timely basis) and queries
   7. Routine ESR maintenance requests including liaison with Workforce Intelligence Team
4. **Customer Service** **& Support** (both internal to department and organisation, and external)
   1. Monitoring of generic email box and ensuring all messages forwarded to the relevant person for resolution
   2. Resolution of simple queries in relation to own areas, including liaison with Shared Service Provider, and referral to the appropriate person for more complex queries
   3. Answering telephone calls and emails promptly, taking messages or forwarding when necessary
   4. Dealing with routine invoice or budget statement queries such as a manger querying an item on a budget statement
5. **Management**
   1. No formal management responsibilities
   2. May be involved in training or supporting other staff from time to time e.g. outgoing student may provide elements of training for incoming student
6. **Other**
   1. Dealing with bookings for finance training including responding to requests to book training and maintenance of records; sending out of information, certificates etc after training has taken place
   2. Support the team by carrying out general office duties e.g. sorting and distributing the post, photocopying, scanning, and filing
   3. May at times be required to provide cross-cover for other placement students or similar roles, e.g. providing assistance with the electronic Expenses System

**Clinical Responsibility**

None

**Leadership and Staff Management Responsibility**

No formal responsibility

All staff regardless of banding may be involved in training and supporting other staff from time to time e.g. providing training for new staff in particular tasks, providing shadowing opportunities, acting as a “buddy” to new staff.

Managers have a duty to promote and support staff’s personal health and wellbeing at all times, this includes both physical and mental health and wellbeing.

Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing.

They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee’s mental and physical health.

**Financial Responsibility**

No formal budgetary responsibility, but all staff within the finance department have a responsibility for safeguarding public money, and specifically for being aware of potential fraud and reporting any concerns in this area either to their Line Manager, or directly to the Counter-Fraud team.

**Service Development and Improvement**

All staff have a responsibility for Continuous Quality Improvement within their own role and their sphere of influence.

**Communications**

The post holder will communicate with a variety of staff both within the Finance Department, the wider organisation, and on occasion externally such as Shared Service Provider staff or other organisations. This is likely to be providing a basic level of information either over the phone or by email. The post holder needs to be mindful both that certain information is confidential and must only be released to those who have the relevant authority, and that non-finance staff need information to be presented and explained in a user-friendly way.

**Other**

None

**Additional Information:**

A large part of this role will relate to Secondary Commissioning, it will involve the checking and coding of invoices, recording invoices onto JET and other databases, raising invoices to 3rd party organisations where joint funding is applicable, raising invoices to CCG’s for FNC payments, recording Client Contributions.

**Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

Approved outlines are available on the HPT e-ksf local library

**Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

**Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust polices and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

**Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment.  As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

**Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

**Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

**Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

All staff within the Finance Department are likely to need to be highly competent in using IT, including skills in Microsoft Excel, or the ability to develop them, and must be able to learn and utilise new systems on a regular basis.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust’s policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust’s Corporate Identity (using the standard templates – available on the Hive).

**Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

**Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the department or within the Trust.

**Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

**Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust’s health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

**Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.