

JOB DESCRIPTION

Job Title	Apprentice / Finance Assistant
Band	2
Responsible to	System Costing Finance Manager
Accountable to	Costing Hub Lead - Head of Costing and Benchmarking MSEFT

ROLE PURPOSE / SUMMARY

The Mid and South Essex Integrated Care System will comprise the Integrated Care Board (ICB), which is the statutory body for the NHS, and the Integrated Care Partnership (ICP), which is a committee of the ICB, and brings together key health, care, community and voluntary sector organisations across the area.

The ICS has a bold ambition to deliver improved outcomes for our 1.2m population through our four Alliances, and we are placing clinical and professional leadership and the voice of our residents at the heart of realising this ambition.

The Finance team sits within the Resources Directorate of our ICB and has an exciting vision for the future. Working with all system partners we aim to deliver financial sustainability, providing, transparency, efficiency, and value for money for our population.

Our Finance Team plays a key part in the system, and this role will be an instrumental part in delivering our ambition as part of the wider Resources Directorate. We want to be able to provide our population and our staff with the confidence that resources are being used transparently, supporting the benefit of population health improvement and fulfilling our statutory obligations and duties.

By establishing clear and transparent funding arrangements with our system partners we aim to support our collective understanding of how resources are allocated across the system for both revenue and capital. For this, we need to be able to effectively anticipate and maximise revenue and capital resources, aligning outgoings within the context of our System Financial Strategy and Financial Sustainability Plan.

Developing an understanding of our system cost base and the behaviours of those costs will support us to utilise our system pound to best effect. We want to ensure value for money across the whole system by supporting our Integrated Care Partnership in the establishment and management of integrated fund arrangements, (such as the Better Care Fund) at place and across Health and Wellbeing Boards.

We will further support our places to understand the resource consumption of their populations and how to utilise available funding in accordance with ICB priorities and national policies.

Our Apprentices/Finance Assistant will support the team on a range of tasks relating to all aspects of financial management and reporting for a specific spend area within the ICB. Forming a key part of the team they will work openly and supportively with finance colleagues and clinical and operational managers as required.

COMPETENCY BASED KEY DELIVERABLES

- No line management responsibility, but responsibility for demonstrating tasks to new team members
- Assist with the delivery of project plans and workstreams, as directed by line manager and raising any issues with delivery to line manager
- Responsible for inputting budget data onto relevant systems
- Seeks best value for money within own area of work, seeking guidance from supervisor as necessary
- Able to make decisions within the remit of their duties, seeking guidance and escalating issues where necessary
- To calculate and enter transactions in the General Ledger as required under the supervision of the Finance Business Partner
- To raise any invoices as required by colleagues within the Finance Team.
- To assist in the production of accurate information to support financial reports and management information under the guidance of supervising colleagues within the Finance Team.
- To assist in the preparation of Annual Budget and Monthly Reporting for the assigned portfolio in accordance with the departmental framework and timetable.
- To assist colleagues within the Finance Teams when required to ensure that the activities within the teams are conducted in accordance with the organisations prevailing financial procedures and controls.
- Distribute Budget Reports and Nominal Roll for Budget Holders in line with the agreed monthly reporting timetable
- To register invoices ensuring accuracy and appropriate authorisation in accordance with departmental procedures into the purchase ledger system.
- To assist the Department in achieving its Better Payment Policy (BPP) targets by reviewing reports and liaising with authorisers/suppliers to resolve any issues on a regular basis.
- Under the guidance of the Finance Business Partner undertake additional duties and procedures required to complete both internal and external reports.

PERSON SPECIFICATION

Job Title	Apprentice / Finance Assistant
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Criteria	Essential	Desirable
Education/Qualifications	Training certificates for Microsoft packages such as Word and Excel OR Seeking apprenticeship to complete on-the-job training. OR	Evidence of continuing personal development e.g. training certificates in PowerPoint

	Work experience as detailed below.	
Experience	Experience of administrative systems and procedures gained through college/ training provider or previous employment.	Experience of working in the NHS/public body Experience of working in corporate environment
Knowledge/ Understanding	Knowledge of administrative systems and procedures gained through college/training provider or previous employment	Understanding of the current issues impacting on the NHS
Partnership Working/ Leadership/ Management	<p>To contribute to defined plans that have been devised in collaboration with partners, as directed by line manager/supervisor</p> <p>Awareness of the NHS People Promise and ICB Values</p> <p>Takes personal responsibility for positively contributing to a safe and inclusive culture as well as understanding how best to raise any concerns around leadership and management</p> <p>Understands the principles of equality, diversity and inclusion and applies these throughout their work</p> <p>Challenges within remit of the role and escalates appropriately where these principles are at risk of not being upheld</p> <p>Professional and approachable manner</p> <p>Good communicator, with ability to liaise with colleagues at all levels</p> <p>Flexible and adaptable to meet deadlines</p> <p>Ability to work as part of a team or independently</p> <p>Takes personal responsibility for actions and their impact</p>	

<p>Skills</p>	<p>Provide and receive routine information in relation to this role both written and verbal</p> <p>Ability to analyse information in response to the aspects of this role</p> <p>Plan and organise workload on a day to day basis, liaising with line manager</p> <p>Good level of written and verbal communications skills</p> <p>Basic IT skills in Microsoft applications including Word, Excel, PowerPoint and Outlook</p> <p>Standard Keyboarding Skills</p> <p>Attention to detail for data inputting</p> <p>Prioritisation and organisation skills</p>	<p>Minute taking, audio typing/digital dictation skills</p> <p>Intermediate IT skills in Microsoft applications including Word, Excel, PowerPoint and Outlook</p>
<p>Other</p>	<p>Personal qualities of honesty and integrity.</p> <p>Ability to work with long periods of sustained concentration</p> <p>Requirement to spend substantial amounts of time inputting at a keyboard or reviewing computer information via the VDU</p> <p>Ability to travel to attend meetings and attend for work at several locations, including home, for the purpose of hybrid working.</p>	

Core Competency Framework Band 2

Staff at a Band 2 work to agreed protocols and procedures. They are able to solve routine problems and make straightforward judgements. They have general skills across a range of aspects of service delivery or activities. They work under close supervision

The ICB aims to deliver high quality, professional and customer focused services. To ensure that this objective is met, it is expected that all employees carry out their roles in a courteous, compassionate and responsive manner and by the standard of their own appearance and

behavior act as an ambassador for the organisation within their interactions with all our customers.

Employees are contractually obliged to undertake mandatory training in line with the organisations agreed Mandatory Training Matrix and must ensure that the required learning is complete and refresh this learning within the timescales set out. Should staff consider they need further support to maintain the level of competence set out in this framework they have a personal responsibility to raise this with their line manager.

Knowledge and Skills

- Able to recall and comprehend basic facts and main ideas.
- Able to use practical skills to carry out tasks in the work area.
- Able to solve routine problems using simple tools and rules.
- Able to take limited responsibility for improvements in performance in the work context in familiar situations.
- Able to care for equipment in the workplace.

Technology Skills

- Proficient in the use of Microsoft Outlook or similar Email application
- Proficient in the use of the Web and Web applications
- Confident with the use of IT systems and equipment
- Proficient in the use of Microsoft Word
- Proficient in the use of Electronic Patient Records
- Accurate data input skills, e.g. accurately entering data into Excel or an electronic records system

Leadership and Management

- Able to work under close supervision.
- Able to follow procedures set by others.
- Able to complete designated tasks.
- Able to take personal responsibility for work.

Innovation and Decision Making

- Able to solve routine problems using information provided.
- Able to recognise when additional support is needed to solve problem.
- Able to make straightforward judgements in the work environment.
- Able to organise own day to day work activities and tasks.

Communication

- Supports individuals to communicate their needs and choices.
- Listens effectively and responds to individuals questions in a respectful manner.
- Updates and maintains accurate records.
- Able to read and understand a variety of texts

Team Working

- Able to work with others towards shared goals.
- Is respectful and open to the thoughts, opinions and contributions of others.
- Recognises and respects peoples diversity, individual differences and perspectives.

- Able to share information appropriately.

Personal Attributes

- Able to deal with people, problems and situations with integrity and honesty.
- Able to take care of own personal health including appearance any hygiene.
- Able to be responsible
 - To meet timekeeping and attendance standards.
 - To be aware of Health and Safety practice and procedure, and act in accordance with these.
- To understand and respect confidentiality.
- To be accountable for own actions.
- To be open and respond constructively to change.
- To identify and access learning sources and opportunities.
- To balance work and personal life.
- To make an effort and show interest in the work.

ORGANISATIONAL DUTIES

ON CALL ROTA

There may be a requirement for post holders to participate in the On Call rota. On Call is for the duration of up to one week and the frequency of this will depend on the number of staff on the rota. Staff on call may be required to attend any ICB building whilst on call – particularly in the case of a ‘major incident’; however generally queries are resolved over the telephone.

CODES OF CONDUCT

The ICB requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body and to the ICB’s Code of Conduct.

EQUAL OPPORTUNITIES

The ICB is committed to equal opportunities that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability. All staff are required to observe this standard in their behaviour to fellow employees.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Safeguarding is a key priority for the ICB. Staff must always be alert to the possibility of harm to children, young people and adults at risk through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge staff work from must be commensurate with their role and responsibilities (as per Intercollegiate Document 2014). All staff must follow the safeguarding policies, procedures and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

CONFIDENTIALITY

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties. All employees are required to observe the strictest confidence regarding any information relating to the work of the ICB and its employees. Staff are required not to disclose any confidential information either during or after their employment with the ICB, other than in accordance with the relevant professional codes. Failure to comply with these regulations whilst in the employment of the ICB could result in action being taken.

DATA PROTECTION

All employees must adhere to appropriate ICB's standards/policies in respect of the use of Personal Information, including guidance on the use and disclosure of information. The ICB also has a range of policies for the use of computer equipment and computer-generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and use of Personal Information and other Information Technology can be obtained from the ICB.

HEALTH AND SAFETY

The ICB expects all staff to have a commitment to promoting and maintaining a safe and healthy environment and be responsible for their own and others welfare.

RISK MANAGEMENT

All staff will be responsible for adopting the Risk Management Culture and ensuring that they identify and assess all risks to their systems, processes and environment and report such risks for inclusion within the ICB Risk Register. Employees will also be required to attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the policies.

GOVERNANCE

All staff have a responsibility to be aware of governance arrangements and ensure that the reporting requirements, systems and duties of action put into place by the ICB are complied with.

POLICIES & PROCEDURES

All employees are expected to comply with all the policies and procedures drawn up by the ICB.

NO SMOKING POLICY

The ICB is a 'no smoking organisation' therefore staff are not permitted to smoke whilst on duty. All NHS staff are expected to recognise their role as ambassadors for a healthy lifestyle. As such, staff should not smoke whilst in uniform, in NHS vehicles or on ICB or other health care premises.

INFECTION CONTROL

All staff must observe the code of practice for the prevention and control of infections (updated 2015) and ensure that they understand and implement their responsibilities in the prevention and control of infection.

DISCLOSURE & BARRING SERVICE (DBS) CHECK

If the post is one that requires a disclosure (at whatever level) from the DBS, the organisation retains the right to request that a further disclosure is sought at any time as deemed to be appropriate. Where an appointment has been made and the ICB is awaiting the outcome of a DBS check which subsequently proves to be unsatisfactory, the employment will be terminated.

CRIMINAL CONVICTIONS

If, during the course of their employment, an employee is convicted of or charged with a criminal offence (with the exception of a traffic offence) whether it arises from their employment or otherwise, the employee is required to report the matter to the Human Resources Department who will decide on the appropriate course of action. Should an employee be convicted of an offence and receive a custodial sentence, the ICB reserves the right to terminate the contract of employment, after careful consideration of the facts. Failure to report a conviction may itself lead to disciplinary action being taken. Any information will be treated confidentially, except insofar as it is necessary to inform other relevant members of management. Additionally, if driving is part of an employee's duties and they are convicted of any traffic offence, they must report it to Human Resources Department who will decide on the appropriate course of action.

MOBILITY

Employees may sometimes be required to attend at other locations or expected to travel to anywhere within the ICB footprint.

OTHER DUTIES

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual's performance review/appraisal. There may be a requirement to undertake other duties as may reasonably be required to support the ICB in accordance with your grade/level in the organisation.