

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION –

1. JOB IDENTIFICATION

Job Title: Financial Accountant

Department(s): Finance

Job Holder Reference:

No of Job Holders: 1

2. JOB PURPOSE

- This is a senior role within a financial accounting services team managing the Board's key financial processes ensuring they are carried out in an efficient and timely manner, in accordance with Boards statutory and regulatory requirements.
- Assist in the management and development of high quality financial services and systems within the Board in compliance with the Boards corporate governance framework, statutory and professional responsibilities and standards
- To manage the Financial Accounting services staff.
- To lead on the production of financial information and advice to manage Charitable Funds
- The post will also be responsible for the operational element of capital accounting, including system management
- To ensure that financial controls are maintained within the Board corporate governance guidelines.

3. ORGANISATIONAL POSITION

Organisation chart attached

4. SCOPE AND RANGE

Staff Numbers: 6

Functions: Accounts Payable, Accounts Receivable, General Ledger, Endowments Fixed Assets and Treasury Management, Cheque signatory and BACS authoriser

5. MAIN DUTIES/RESPONSIBILITIES

- Production of the financial performance return for submission to the Scottish Government Health and Social Care Directorate (SGHSCD)
- Review, preparation and completion of the Board's Monthly Board numerical report
- Management of HMRC VAT reporting; partial exemption and contracted out services, Superannuation
- Treasury management – linking directly to the Government Banking Service, Local Bank,
- Ensure the integrity of financial transactions on the Boards balance sheet
- Reviewing cash flow, funding requests, monthly forecast projections.
- Responsible for the maintenance of Fixed Asset Register.
- Production of the Annual Accounts template ensuring that relevant standards and regulations are fully complied with.
- Responsible for the management of the Board element of the finance system.

Financial Governance:

- To support the assistant Director of Finance with the management of external and internal audit in carrying out reviews and ensure compliance with agreed recommendations
- To contribute to the financial and corporate planning requirements of the Board as required

Staff Governance:

- Lead, motivate, develop and control a group of staff to ensure that they have the necessary knowledge, skills and attitudes to achieve required objectives.
- Through the Performance and Development Review process, identify the training needs of staff and either deliver or commission the delivery of training that ensures such needs are fully met so that staff have the knowledge and skills to support effective financial governance.
- Performance Management of staff.
- Operational Meetings for:
 - Financial Accounts Section
 - Endowments

General:

- Respond to general queries from managers relating to invoicing, payments and coding.
- Ensure departmental policies are up to date and accurately reflect International Financial Reporting Standards, International Accounting Standards guidance from HM Treasury and SGHSCD.
- To support the assistant director of finance in the delivery of the capital programme to deliver an improved asset base.

Endowments:

- Understand the accounting guidance relating to charities and the difference between this and standard accounting.
- Oversee all transaction processing

- Support the development of endowment related policies.

Fraud

- Support the Assistant Director of Finance in her role as Fraud Liaison Officer to ensure the Board is active in the prevention and detection of fraud.

6. SYSTEMS AND EQUIPMENT

A variety of software packages which include the following: Excel, Word, Microsoft Outlook.

CEDAR E-Financials, Ascribe, Pecos, Business Objects, Bankline and DBBacs, Real Ass Management (RAM), HR Net

7. DECISIONS AND JUDGEMENTS

Largely autonomous in the day to day management of the financial accounts section

Supports the Assistant Director of Finance to develop and implement Finance policies and procedures which can impact on other departments within the Board.

8. COMMUNICATIONS AND RELATIONSHIPS

Internally regular communication with all levels of employees within the Board to provide advice, obtain information etc.

Externally communicate with suppliers, consultants, patients, HMRC

Internal and External auditors, external Boards, SGHSCD,
Attends National Focus Groups in respect of Shared Service Agenda

9. PHYSICAL DEMANDS OF THE JOB

Interruptions from staff answering queries providing advice and guidance.

Checking information and reconciliations.

Able to prioritise to ensure deadlines are met

High level of concentration required when inputting, checking and reconciling information

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Providing leadership to the Financial Accounts Section of the Finance Team with a view to improving the effectiveness and efficiency of the service.

Managing the work programme to deliver a modern, customer focussed service

Working from various systems to ensure accuracy of financial information.

Ensuring timetables and deadlines are adhered to with particular focus on year end where timescales are more challenging.

The post-holder will be expected to deal with staff performance and disciplinary issues.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- In-depth knowledge of Financial Reporting Standards (ideally with some NHS legislation requirements)
- Ability to exercise initiative and to seek alternative solutions, analytical and interpersonal skills are critical to success in this role.
- Effective verbal and written communication skills and the ability to deal with people at all levels.
- Effective manager with a proven record of team development.
- A professional qualification from one of the recognised CCAB bodies
- Understanding of corporate governance

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	1. Professional qualification from one of the recognised CCAB bodies	6.
Experience	2. Understanding of corporate governance, particularly financial governance, including the preparation of annual accounts and monthly reports for a public sector body and/or a private sector organisation. Knowledge of the management of all elements of financial accounting, eg accounts payable, accounts receivable, cash etc	7. Previous experience of working in an NHS environment Experience in capital accounting
Skills/Knowledge	3. In depth knowledge of financial reporting standards and the application of these. Ability to exercise initiative and seek alternative solutions. Analytical skills.	8. Previous experience of NHS and/or public body legislation requirements Awareness of charity regulations for accounts.
Additional job requirements Eg. car driver, unsocial hours	4. n/a	9.
Any other additional information	5. Previous experience of managing and developing a financial accounting team	10.