**NHS TAYSIDE – AGENDA FOR CHANGE JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **1. JOB IDENTIFICATION** | Job Title | TASC Management Accountant |
| Department(s)/Location | Tayside Medical Science Centre (TASC) Research & Development Office, Level 3, Residency Block, Ninewells Hospital and Medical School, Dundee, DD1 9SY  9SY |
| Number of job holders | 3 FTE |
| **2. JOB PURPOSE**   * Maintain strong financial management, underpinned by effective financial controls, ensuring efficient use of resources and that processes are in accordance with statutory, regulatory and local requirements interpreting these where necessary. * Support the Finance Manager and TASC Senior Management in the development of, commitment to and implementation of finance strategies and processes, which support Research activity. * Provide professional support and contribute to the provision of an effective and responsive financial service, establishing and maintaining strong working relationships with senior budget holders, clinicians and staff of internal and external organsations, e.g .the Scottish Government Health and Social Care Directorates, Chief Scientist Office (CSO), University of Dundee and NHS Tayside Finance service. * Meet key financial, business plan targets in respect of clinical research activity. | | |

1. **ORGANISATIONAL POSITION**

The Management Accountant will report to the Finance Manager. Professional accountability is denoted by the dashed line.

|  |  |  |
| --- | --- | --- |
| **4. SCOPE AND RANGE**  **Research within NHS Tayside:** NHS Tayside provides area wide health services to a population of 417,000 as well as the population of North East Fife. The main research partners are NHS Tayside and the University of Dundee, with increasing involvement from NHS Fife, NHS Forth Valley and the University of St Andrews and Stirling University. Many studies are performed in collaboration, utilising human tissue samples or data from NHS Tayside patients treated in hospitals, community services and in primary care. An increasing number of non-medical staff participate in research, particularly in research related to the delivery of healthcare services.  **Tayside Medical Science Centre**: The Tayside Medical Science Centre (TASC) combines the research strengths of the University of Dundee (UoD) with NHS Tayside Health Board and is a node of the national organisation, Health Science Scotland (HSS). TASC brings together, within a single organisational framework, the functions of the Clinical Research Facilities, the Tayside Clinical Trials Unit, Radiology Imaging, Tayside Tissue Bank and the joint functions of the NHS Research and Development office and the University’s Research & Innovation Services (in relation to clinical research). TASC Research Governance also covers activity embedded in the national/Scottish Clinical Research Networks and works closely with the East of Scotland Medical Research Ethics Service.  The Finance Team has responsibility for the financial management of budgets funded by the Chief Scientist Office (CSO), of the Scottish Government Health and Social Care Directorates, totaling £7 million and by commercial sponsors totaling £1 million.  The post requires professional support to the Finance Manager in the provision of financial management for the R&D service. | | |
| **5. MAIN DUTIES/RESPONSIBILITIES**  **General**  The post holder must have a highly developed knowledge of public finance, underpinned by theory, experience & qualifications to be able to advise senior finance & non-finance managers on matters relating to areas of concern.  To provide a professional accounting and budgeting service in relation to the CSO funded budget areas of R&D, (namely NRS Researcher Support, NRS Service Support; NRS Generic Infrastructure, NRS Networks; NRS Specialty Group; NRS Career Fellowship; and NRS R&D Management), analysing complex financial trends involving many streams of data using a wide range of assumptions.  The post holder contributes to the budget setting process in the new financial year, using a zero-based approach, ensuring final budgets match the CSO annual allocation. Also, contributes to the formulation of future years CSO allocations / budgets through monitoring of current expenditure.  Undertakes periodic monitoring of R&D budgets in accordance with TASC requirements, coordinating & planning activities with other professionals from NHS Tayside and University of Dundee, providing meaningful financial management statements as required.  In conjunction with the Finance Manager carry out annual accounts closure for specified R&D budgets / project accounts according to the principles and procedures and timetabling set out in NHS Tayside’s Financial procedure guidance document, thus ensuring that all transactions for the financial year are accurate and complete.  Carry out specified Audit actions arising.  To undertake TASC management accounting as a whole, deputise for the Finance Manager as appropriate, managing communications with university finance administration, as well as ad hoc financial queries or tasks, and other related activities, as deemed necessary by the Finance Manager.  **R&D Department – Non-commercial**  To provide professional financial support/oversight to Non-Commercial R&D for the purpose of sound accounting and costing of NHS facilities and personnel in funded research.  To manage accounts for individual studies to ensure recovery of costs from eligible funders in collaboration with the University of Dundee, and appropriate disbursement in accordance with the Letter of Agreement / Financial Appendix/ other contractual Agreement.  To manage a group of larger more complex studies which require separate analysis and reporting to the CSO and other organizations, some of which receive European funding.  **R&D Department – Commercial**  To provide professional financial support and advice to staff involved with Commercial research, for the purposes of income raising, financial monitoring, disbursement and study closure  Work with Commercial Research Manager /Team, to ensure clinical statistics are sound to enable accurate sponsor invoicing and disbursement calculation.  To monitor individual accounts for commercially sponsored studies and other commercial contracts on a regular basis.  To oversee process of monthly disbursement in accordance with the agreed local policy, namely to deduct the R&D overhead, recover direct costs before dividing up the surplus amongst the designated recipients.  Work with the University of Dundee for commercially sponsored clinical studies, to ensure accurate financial information exchange and disbursement to the University by invoice.  To provide financial reports showing total commercial income, disbursement to date and balance to be disbursed for each study.  Work as appropriate with Financial Services to ensure that issue of invoices and receipt of payments into NHS accounts is achieved as per negotiated contracts.  Work with Management Accounting, control NHS disbursements in accordance with the journal entry timetable.    **Intellectual Property**  To provide financial monitoring of Intellectual Property (IP) licenses, collaboration agreements and expenditure, and produce reports as required. To implement revenue sharing procedures for IP income, including institutional, departmental and inventor shares, in accordance with Section 2.9, Ownership and exploitation of Intellectual Data, Code of Corporate Governance.  **Finance procedures**  In conjunction with Finance Manager, develops and implements financial procedures within TASC, assists in redesign of finance business processes as necessary, which impact both NHS Tayside and University of Dundee.  **Review of systems**  Designs, formats spreadsheets for specific purposes. Working with the Finance Manager, to introduce, adapt and improve financial systems within TASC.  **Staff Responsibilities**  Day to day supervision of Finance Assistants, including acting as reviewer for eKSF appraisal.  **Induction Standards & Code of Conduct**  Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers. | | |
| **6. COMMUNICATIONS AND RELATIONSHIPS**  The post holder will support the TASC Finance Manager and must be able to communicate well with senior management and clinicians, both orally and in writing, who may be from disciplines other than their own.  The post requires clear and precise communication skills to provide highly complex information to non-finance managers, and the post holder will require the ability to analyse and interpret NHS policy and guidelines, Medical Research Council regulations, European Union legislation and directives, and various contractual regulations of many other commercial and charitable bodies that provide funding for medical research.  Negotiates with NHS and University of Dundee over cost & service issues  The post holder will communicate effectively, develop and maintain good working relationships within the NHS and universities, and also with nominated contacts within commercial organisations. | | |
| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  The post holder must be a Part-Qualified / Qualified Accountant member of a professional CCAB body (e.g. CIPFA, CIMA, ACCA, CA) with previous experience of professional management accounting.  The post holder should have a well developed theoretical and practical knowledge of public sector financial and accounting systems including NHS finance policies contained within, the Standing Financial Instructions of the Code of Corporate Governance. The post holder is also expected to develop a specialized knowledge of NHS research funding.  Supervisory experience is required  Experience and expertise across a range of accounting/service areas (e.g. finance computer systems and ledgers, coding structures, payroll, VAT applied within the NHS).  Analytical skills, accuracy and time management are key, with the ability to handle sensitive financial information in a complex and constantly changing environment.  Advanced computer literacy is an essential skill and the ability to work proficiently with the full range of current personal computer office products is paramount.  Experience of presenting financial information to non-finance senior management. | | |
| **8. SYSTEMS AND EQUIPMENT**  The post holder is expected to use a full range of common IT products as well as possess a well-developed knowledge of financial systems used to create, develop and update reports and systems for a variety of purposes and readers.  Frequently required to produce and source reports in a unique format to meet specific information requests from senior NHS Tayside management.  An advanced standard of keyboard skills is expected from the post holder.  Systems may include:   * Microsoft Office (Word, Excel, Access, Powerpoint) * Acrobat Reader * Efinancials (Financial system) * Business Objects Xi (reporting tool) * Intranet/Internet, email   A wide range of standard office equipment is also used (photocopier, telephone, calculator etc.) and the post holder has a duty of care for the operation and maintenance of all equipment used.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | |
| **9. PHYSICAL DEMANDS OF THE JOB**   * Speed and accuracy with keyboard skills * Concentration required for long periods when gathering/analysing data, preparing financial statements / returns, checking and reconciling information and making calculations. * Deal with a range of complex queries and issues from clinicians and other Senior Managers, which may require re-prioritization of tasks. * Deal with the emotional impact of liaison and negotiation with budget holders and other senior staff. * Compliance with Health and Safety/risk management policies. * Compliance with manual handling regulations. * Long periods sitting continuously. * Mobility and ability to travel in order to attend meetings out with own building/area. * Ability to manage time pressures during busy periods. * Attendances at meetings where prolonged and intense concentration is required, including assessment of the financial implications of various options that may be discussed. | | |
| **10. DECISIONS AND JUDGEMENTS**  As Management Accountant, acts to ensure work is carried out effectively with its own momentum within the TASC Finance function. Works to achieve agreed objectives, working within broad professional policies, and is given freedom to act at the discretion of the Finance Manager.  Analyse complex financial problems relating to research funding where no precedents may exist.  Interpret CSO guidance on research funding issues.  Responsible for deciding on the most appropriate way of providing complex, sensitive or contentious information to senior managers.  The post deals with an area of research administration that is subject to new and constantly evolving legislation and regulations. The post holder is guided by those research regulations and directives but is required to establish the way in which they should be interpreted and to develop standard financial operating procedures. | | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**  Working across the NHS and University sectors which have significantly different financial governance, building and maintaining effective working relationships with colleagues, including senior managers, from out with own employing organisation and professional discipline.  Explaining multi-faceted and complex financial and system issues in a clear way to non-finance staff at all levels.  To provide accurate and timely financial information for the purposes of TASC research management in line with the needs of the Scottish Government Health & Social Care Directorates and Chief Scientist Office. | |
| **12. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each postholder to whom the job description applies. | |
| **Job Holder’s Signature:** | **Date:** |
| **Head of Department’s Signature:** | **Date:** |