

# AGENDA FOR CHANGE NHS JOB EVALUATION SCHEME



## JOB DESCRIPTION TEMPLATE

<b>1 JOB IDENTIFICATION</b>	
Job Title:	Assistant Management Accountant
Reports to (insert job title):	Management Accountant
Department, Ward or Section:	Finance Dept.
CHP, Directorate or Corporate Department:	Argyll & Bute CHP
Job Reference:	ABADMICORPFINA09
No of Job Holders:	4
Last Update (insert date):	2 February 2007

<b>2 JOB PURPOSE</b>
<p>Provide support to the management accountants with the provision of a comprehensive and accurate financial management support service to designated directorates/localities within the Community Health Partnership.</p> <p>The post holder will ensure that financial information is processed in accordance with recognised procedures, in order to provide information for monthly reporting and monitoring, through completion of their own work and through working in partnership with others. The post holder will investigate financial queries of varying complexity and will provide accurate information, support and advice where required. The post holder will ensure that work is completed in line with various deadlines.</p>

<b>3 DIMENSIONS</b>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Annual NHS Highland Argyll &amp; Bute HSCP Budgets: HCH &amp; FHS Revenue</td> <td style="text-align: right;">£223 million</td> </tr> <tr> <td style="text-align: right;">FHS Non Cash Limited</td> <td style="text-align: right;">£11 million</td> </tr> </table>	Annual NHS Highland Argyll & Bute HSCP Budgets: HCH & FHS Revenue	£223 million	FHS Non Cash Limited	£11 million
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<b>4 ROLE OF DEPARTMENT</b>
<p>The Finance Department provides financial leadership, guidance and support within NHS Highland over the full range of Finance Services. This role includes the essential link with relevant statutory agencies and the Scottish Executive Finance Directorate. The Department is split into three operational sections, covering:</p> <ul style="list-style-type: none"> <li>➤ Financial Planning</li> <li>➤ Area Accounting</li> <li>➤ Financial Management</li> </ul>

## **5 MAIN TASKS, DUTIES AND RESPONSIBILITIES**

1. Assist with the planning and implementation of the annual budget setting process in consultation with budget managers and senior finance staff in line with the organisation's policies, procedures and available funding.
2. Assist with the production of robust monthly financial reports to the varying degree of detail required by management and to agreed timetables. Assist in the preparation of year-end forecasts in conjunction with the management accountant.
3. Process all information received from the Practitioner Services Division (PSD) into the financial ledger relating to Family Health Services (FHS) on a monthly basis.
4. Preparation and input of account and prepayment schedules relating to Family Health Services.
5. Monitor variances and trends in the monthly management reports, as directed by the management accountant. Following investigation of significant variances, advise on any remedial action and discuss wider ranging issues with the management accountant.
6. Ensure monthly reports are distributed to budget holders accurately and timeously along with any other relevant documentation.
7. Maintain directorate/locality budgets and update for in-year changes. Reconcile schedules to the ledger on a monthly basis.
8. Prepare and maintain pays analysis details and reconcile to the ledger on a monthly basis, or as directed by the management accountant on a needs basis.
9. Assist with the costing of service changes/developments in conjunction with budget managers to ensure affordability and financial sustainability as required and directed by the management accountant.
10. Support the management accountant by giving advice and support to budget managers directly on routine questions and requested information in an efficient and effective manner.
11. Produce ad-hoc reports on specific matters when required.
12. Contribute to the preparation of Statutory Annual Accounts and the Scottish Health Service Cost Book submission.
13. Any other duties appropriate to the grade and role as delegated by the management accountant or Head of Finance.

## **6a EQUIPMENT AND MACHINERY**

Computer  
Printer  
Fax Machine  
Photocopier  
Car

## **6b SYSTEMS**

Microsoft Office: Word, Excel, Powerpoint, Access  
Cedar e-financials financial management system  
Business Objects reporting system  
Internet/Intranet

## **7 ASSIGNMENT AND REVIEW OF WORK**

The post holder will be expected to work closely with his/her management accountants. The work will be within the parameters of government health priorities and policies, and other frameworks such as accountancy practice and corporate governance.

The Management Accountants will delegate work to the postholder as required and within agreed timescales.

Review of work is generally undertaken by the Management Accountants.

## **8 DECISIONS AND JUDGEMENTS**

Tasks will vary in complexity and the methodology and the tools to be used will be decided by the post holder. The post holder will be required to advise on any appropriate action and discuss issues with the management accountant and have their agreement on any further action to be taken.

Prioritisation of workload for the allocated area is an ongoing process and requires adaptation as circumstances change and new priorities emerge.

## **9 MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

In an ongoing changing environment, the postholder is expected to deliver a high quality financial management service that is responsive to the needs of the budget managers.

The post holder is expected to have a complete understanding of the principles of financial management.

Good time management skills are required to plan and organise his/her workload.

## **10 COMMUNICATIONS AND RELATIONSHIPS**

The post holder is expected to communicate with the management accountants and budget managers on a regular basis. Communication skills are expected to be strong enabling the post holder to support his/her management accountant and budget managers, verbally, in writing, by e-mail and attending face-to-face meetings where required. The post holder must be aware of the requirement for confidentiality, tact and diplomacy at all times.

The post holder is expected to work collaboratively providing cross cover during periods of sickness and annual leave.

The post holder will be expected to have regular communication with other finance colleagues. There will be some communication with external bodies e.g. local authorities.

## **11 PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

The post holder requires familiarity with the computer keyboard, and dexterity when inputting and manipulating financial data – accuracy is required at all times in order to meet various deadlines such

as month-end requirements.

Required to spend a substantial proportion of time sitting at a workstation when inputting data or analysing information.

There is a frequent requirement for prolonged concentration when dealing with larger, regular tasks such as month-end reports, payroll staff-in-post listings, and ensuring that reports are sent to the appropriate manager.

Required to operate visual display equipment continuously each day.

The post holder will require good communication skills and the ability to interpret and understand the points being made.

There will be a requirement for driving to attend meetings.

## **12 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The post holder should be either studying towards or already possess an accounting qualification such as HNC, HND, and AAT or have experience in NHS Finance. The post holder will be required to demonstrate knowledge of the accruals and prepayments concept, understanding of budgets and variance analysis.

Requires knowledge and experience of a financial management system, Excel and Word, and an understanding of other software such as Business Objects. The post holder will be required to regularly use Excel spreadsheets standard to the department but will also be required to design and produce their own. These may be shared with other staff so must be logical and concise.

It is mandatory that the post holder possesses a full driving license.

## **14 JOB DESCRIPTION AGREEMENT**

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date: