



NHS Greater Glasgow and Clyde

Apprenticeship Programme

**MA Finance Assistant – Management Accounts
Dykebar Hospital**

Closing Date – Noon, Sunday, 25th January 2026





Who can apply for this Apprenticeship?

This vacancy is only open to those applicants who will be aged 16 to 24 years (or 16 to 29 years for Disabled Applicants or applicants who are care experienced*) on 12 June 2023, in line with NHS Greater Glasgow and Clyde Widening Access to Employment Strategy and workforce projections.

We are committed to recruiting a workforce that reflects our population and we welcome applications from people from Black, Asian or other Minority Ethnic backgrounds, from LGBTQ+ candidates, Care Experienced* people and Disabled people.

This Apprenticeship is designed as an entry route into NHS Greater Glasgow and Clyde Finance Service and we encourage applications from school leavers



Shortlisting Requirements – Entry Criteria

Applications are considered on a competitive basis which means not all candidates who meet the entry criteria will be guaranteed an interview.

In order to be considered for interview your Application Form MUST clearly demonstrate that you meet the following criteria:

- 1 Higher Qualification in Maths at Grade A-C or equivalent SCQF level qualifications/awards
- 2 other National 5s, one of which must be English at Grades A-C or equivalent SCQF level qualifications/awards. It is desirable that you have an IT or Administration National 5 or equivalent SCQF level qualifications/award
- Be within the specified age range
- Fully complete the assessment question section of the application form to demonstrate that you have the interpersonal skills and qualities we require for this post.

We operate a Guaranteed Interview scheme for Care Experienced* and Disabled applicants who meet the minimum selection criteria for this post. Please contact donna.lennie@nhs.scot for more details

**The term “care experienced” refers to anyone who has been, or is, currently in care. This includes kinship care where you are living/lived with a relative who is not your parent, or looked after with the help of social work, or living/lived in Residential care, Foster care, Secure care or Adoption.*

CONTENTS



About this Apprenticeship

4



Recruitment Timetable and Selection Process

9



How to Complete your Application Form

11



Summary Terms and Conditions of Employment

15



Job Description and Person Specification

19



Modern Apprenticeship - Finance Assistant

What are the benefits of the Finance Assistant Modern Apprenticeship?

Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A modern apprentice will be in paid employment and work towards a recognised vocational qualification at the same time.

How long will this Apprenticeship last?

This is a Fixed Term Contract for 18 months and after **successful completion of all elements of your Apprenticeship** you will be supported to transition into permanent employment. During your training you are expected to attend regular reviews to discuss your progress and development needs, and are expected to stick to the agreed training plan. This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves competence in the job role

Will I be working to a Job Description?

Yes. You will work to the Finance Assistant job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform as a Finance Assistant on appointment. You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

What will I be doing?

As a Finance Assistant you will join the Management Accounts Team based at Dykebar Hospital, Paisley. Management Accounts is a board-wide function responsible for the provision of financial information and advice to managers to support budgetary control and decision making.

This is a busy and fast-paced role, particularly around month end deadlines. The majority of time is spent using a PC inputting and analysing figures.

Your duties will include:

- Assist in the production of monthly management accounts and assist in investigation of reports.
- Creation of financial spreadsheets in Excel.
- Input of financial data into spreadsheets and databases
- Assist the management accountant in preparation and distribution of monthly management reports.
- Respond to routine financial queries via email, telephone calls and in person
- Any other reasonable duties, in keeping with a band 3 Agenda For Change Job Description



The Department deals with a budget of £2.2 billion per annum within an overall NHSGGC budget of £4.8 billion per annum. There are a number of challenges regarding funding including political influence and savings requirements.

We are currently reviewing reporting requirements and post would be involved in assisting in developing new ways of reporting, for example, using dashboards (web pages), and developing more user-friendly reports for non-finance users.

A full outline of the duties is provided in the full job description (below). The duties will change regularly depending on what work and projects are required within the service.

Who else works within the team?

We are a department of circa 60 staff providing financial information and analysis to Directorate management and teams. The Finance department is split into two areas Acute and Corporate.

Acute is then split into various Sectors – North, South, Clyde, Regional, Diagnostics, and Woman & Children. The Corporate area covers Estates & Facilities, Research & Development, Finance, Human Resources, Board Medical Director, eHealth, Corporate Planning & Policy, Public Health, Centre for Population Health, Corporate Communications, Corporate Affairs, Public Health and Director of Nursing.

You'll work closely with dynamic and enthusiast professionals who are committed to making a difference. You will get to see how a complex organisation works, solve problems, and get to add value to key health services. You will also be able to build a range of transferable skills

Where will I be working? [OBJ]

Situated on the outskirts of Paisley on the site of Dykebar Hospital. The Finance Department, Management Accounts is located in Ward 11.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zoncards - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo)
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.



What is expected of me during my Apprenticeship?

This apprenticeship is a fixed term contract for 18 months. By the end of the apprenticeship, you will be expected to have:

- Completed the NHS GGC organisational induction and Mandatory Healthcare Support Worker Induction Standards & Code of Conduct
- Completed a role specific induction
- Evidenced the knowledge and skills required for the job role via the Knowledge & Skills Framework Review & Personal Development Planning Process
- Attended any training sessions and meetings arranged through the wider NHSGGC Modern Apprenticeship. This will include online and in-person sessions with Babingtons, the training provider.
- Adhere to NHSGGC Policies & Procedures
- Complete Association of Accounting Technicians (AAT) Advanced Diploma in Accounting

A Modern Apprenticeship isn't just about working; you need to be committed to learning too.

During this period you will be working as a part of our team and working towards an Association of Accounting Technicians (AAT) Advanced Diploma in Accounting.

You will be working to achieve benchmarks in our in-house training / development plan and attend classes, meetings with trainers, assessors and verifiers as required.

It should be noted that additional sessions at Babingtons, including examinations, may be arranged during the apprenticeship and attendance at these sessions is mandatory.

Engagement with the workplace training and education process, attendance at arranged training sessions and satisfactory progression is a mandatory requirement of the apprenticeship programme.

You will be an employee of NHS Greater Glasgow and Clyde and therefore also expected to observe the same Terms and Conditions of employment that all of our staff do and be subject to the same policies and procedures.

What training will I receive?

Training will be a blend of 'on the job' learning and online learning. As well as being trained to carry out a range of finance tasks within the department you will also complete the Association of Accounting Technicians (AAT) Advanced Diploma in Accounting.



Will I be attending College?

This Apprenticeship is delivered under a Modern Apprenticeship Framework by Babington's [AAT Diploma in Accounting - Level 3 Qualification | Babington](#) on a blended learning basis (on-line learning, with exams taken in-person at a local unit).

During your apprenticeship you will be working to attain an AAT SCQF Level 6 Advanced Diploma in Accounting comprising of the following six mandatory units:

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting

On successful completion of the AAT Units, you will also be awarded the SCQF Level 6 Advanced Certificate in Book-keeping.

You will be allocated protected time during your working week to achieve your qualifications.

During your apprenticeship you are expected to work towards an agreed Training Plan. This will be subject to review and alteration.

Your progress with work-based learning will be demonstrated in your everyday job role, supported internally by experienced staff and a workplace mentor.

What qualifications will I hold when I complete this Apprenticeship?

Upon completion of the apprenticeship candidates will have attained a profile of knowledge, training and experience in a range of Management Accounts Finance Assistant duties.

The successful completion this Apprenticeship will result in you achieving:

- Association of Accounting Technicians (AAT) Advanced Diploma
- Core Skills that you have not achieved through previous learning

This post reflects the following Modern Apprenticeship Framework:

- [Modern Apprenticeship in Accounting](#)

What happens at the end of the Apprenticeship?



On **successful completion of all elements** of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme we will support your transition into permanent employment within the organisation.

What type of person are you hoping to recruit?

We are looking to recruit someone who is interested in finance and also has an interest in working with numbers to provide interesting and meaningful information.

As well as meeting the academic criteria you must also demonstrate in your application that you possess good attention to detail, problem solving skills and the ability to multitask. Excellent interpersonal and communication skills are essential.

What are the most important personal qualities required for the role?

The most important personal qualities you will have is the ability to communicate effectively with colleagues and public, a willingness to be flexible, help your colleagues and be willing to learn new skills.

You will find further guidance on how to demonstrate these skills in your application form and with examples of cross transferable skills from education/extracurricular activities below.

Longer term, how could this apprenticeship support career progress in the NHS?

It is important to know that the role is not only administration based. You will gain valuable finance experience which will link with the Association of Accounting Technicians (AAT) Advanced Diploma in accounting qualification.

You will be able to see the value of the accounting aspect of the National Health Service by working on data required to be sent to managers, directors and on occasion to Scottish Government.

You will gain knowledge and experience of working in a busy finance team, working for senior managers and using an array of NHS systems.

Will I be paid?

Yes. NHS Scotland is a Living Wage employer you will be paid a minimum of £21,954 per year (based on 2026/2027 pay scale) or the Scottish Living Wage for your age bracket, whichever is highest.



The Selection Process

Please note this timetable is indicative and may change. Any variation in dates will be notified to candidates.

Recruitment Stage	Date
Post opens for Applications	9 th January 2026
Online Information Sessions - register here: https://link.webpolsurveys.com/S/A8B90CD10F0B217C	15 th January @3pm
Closing date for application submission	25 th January 2026
Applications Assessed and selected candidates identified for Stage 1 Interview.	26 th January 2026
Stage 1 Interview Assessment Centre – Teaching & Learning Centre, Queen Elizabeth University Hospital	13 th February 2026
Online Interview Preparation Session	18 th February 2026
Final Interview – In person Panel Interview	20 th February 2026
Start date for Successful candidates to commence employment – <i>Subject to successful completion of all required pre- employment checks</i>	Week commencing: 4 th May 2026
Induction	Week commencing: 4 th May 2026

I've never worked in Finance before so how do I know if I have the skills you are looking for?



As this is an entry level position we will also ask you to answer some questions in the assessment section of the application form help us assess your suitability.

How do you decide who to interview?

We base our decision on who to bring to interview assessment centre/panel interview by assessing the information you have provided on your application form and your responses to the questions you have been asked to address in the assessment section.

As well as having the educational qualifications, skills, knowledge/experience to apply you must also be able do the job so we will also ask you to provide supporting information in the assessment section of your application form that will help us assess your suitability.

The Assessment Section of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing this section and ensure you answer all the questions put to you in the way we ask you to.**

NHS Scotland is a Disability positive organisation and operates a Job Interview Guarantee scheme for disabled applicants who choose to participate in this scheme. **All disabled applicants who meet the minimum criteria for selection are encouraged to indicate if they wish to participate in the Job Interview Guarantee Scheme**



How to complete your Application Form

How do I apply for this position?

All applications need to be made through the NHS Scotland online application form system. Link here: [NHSScotland Jobs | Job Train](#)

When you first register with the application system you will create an account which you can access at all stages of the process.

How do I complete my application form?

One standard application form means that everyone who applies is considered on the same basis. **You need to complete the application form in full – please do not upload a CV as this will not be available to the selection panel.**

What you need to tell us on the application form

When completing your application please ensure that:

- You provide us with full contact details
- You provide us with your **full** education history. If including Highers, Standard Grades, National 5s or Intermediate or GCSE please make sure you include the grade i.e. A-C, 1-3, etc.
- You provide details of any employment history, if any.
- If you have no employment history you can include volunteering or work experience placements in employment history section.
- You complete the assessment questions
- You provide full contact details for a least 2 referees (education, employment or character).

It's a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and draft your responses before you type it into the text box in the application form and check your spelling and grammar.



Completing the Assessment Questions

To stand the best chance of getting an interview you need to fully answer the assessment questions and make sure you follow the guidance we give you on how to answer.

You will be asked three questions in the application form and we would like to answer them as follows:

1 Why do you think you are suitable for this role?

- **How to Answer: In the summary information on page 8 we have told what kind of person we are hoping to recruit. Give us examples that show us you have the skills and attributes you will need for this job.** *Tell us about the skills and personal qualities you have and how you have developed them e.g. through work, volunteering, school/college practical subject based tasks (any school subjects any hobbies or pastimes that can demonstrate your skills), any clubs or after school/college groups/other interests that demonstrate the communication skills and personal qualities we are seeking. **Don't just tell us you have a skill or attribute – give us examples and tell us how they would help you in this job.***

2 Why do you want to work for the NHS?

- **How to Answer: Tell us why are you interested in a becoming a Finance Assistant.** *We have told you in the supporting information and job description what the job involves so tell us why you think you would be good applicant. Tell us about your interest in working in Finance and why this is the career path for you. What is it about this job that appeals to you and why did you apply for this apprenticeship?*

3 Is there any other relevant information that will assist us in shortlisting your application?

- **How to Answer: Tell us a bit more about you.** *How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application. We want to know what interests you and how other people see you. If you are a Care Experienced Applicant as defined on page 3 please tell us here.*

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.



Equal Opportunities Monitoring

This part of the form is optional with the exception of your date of birth, the information you provide in this section exercises no part of the selection process.

Who should I ask to be a referee?

NHS Scotland require you to provide details of at least **two** referees that will cover a period of the last three years, however we understand that this can be difficult if you have not worked before or have a limited employment history.

If you are in full time education or recently left education your referees can be teaching staff and Pastoral Care staff. We will only contact your referees if we decide to make a conditional offer of employment.

Who else can I ask to be a referee?

You can also include referees from any volunteer work or work experience. If you don't have employment or education references that cover the last the last three years, we will also accept character references

It is important that you give us full contact details including email addresses for all your referees.

Who can act as a character referee?

A character referee is a professional person or person of good standing in the community who is not a family member and who can vouch for your suitability for the role.

Examples of suitable character referees could include anyone known to you (but not a family member) who is required to hold professional registration to do their job, or is employed in professional capacity, or is a Public Sector employee, or holds a position of seniority in a company or business, is a business owner or is a person of good standing within your local community (e.g. sports coach, scout leader, youth worker etc.)

If you are experiencing difficulty in identifying suitable referees please email donna.lennie@nhs.scot for support.



Can I get help to complete the application form?

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at <https://www.skillsdevelopmentscotland.co.uk/>

You can also find information on the My World of Work website <https://www.myworldofwork.co.uk/getting-job/application-forms>

When will interviews be held?

Interviews will be held as a two-stage process; interview assessment centre/panel interview. If you have been selected for assessment centre/interview you will be notified by email.

Shortlisted Candidates will be invited to attend a Stage 1 interview assessment centre. Candidates successful after Stage 1 will be invited to attend a final in person panel interview.

When will the Finance Assistant Modern Apprenticeship start?

All our offers of employment are conditional and subject to you satisfactorily completing pre-employment checks which includes references and an occupational health assessment. We anticipate that the successful candidate will start employment in May 2026, subject to the time taken to successfully complete pre-employment checks.

How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Online Recruitment System – [NHS Scotland | Jobs | Search here for your perfect career - Jobs Page](#).

If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831



Terms and Conditions of Employment

Pay banding

Band 3 (Annexe 21)

Annexe 21 is the payscale applied to trainees who enter the NHS and undertake all their training whilst an employee. <https://www.nhsggc.org.uk/media/252246/doc-5-acrobat-document.pdf>

Salary (2026/2027 Pay Scale) = £29,061 - £31,364

£21,954 per annum or the Scottish Living Wage for your age bracket, whichever is highest.

- Year 1: 70% of top of scale: £21,954
- Year 2: 75% of top of scale: £23,523

Upon successful completion of the apprenticeship, including the outlined qualifications, the apprentice will commence at the base of the band 3 salary scale.

Fixed Term Contract Duration

The duration of the post is fixed term for 18 months

Hours of Duty

37 Hours per week

Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is:

- 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year (pro rata where applicable)

Superannuation Pension Scheme

If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can choose to opt out of the scheme. Employee's contributions to the NHS Scheme are tiered based on your earnings and the employer's contribution equates to 13.5 % of salary. You can find out more at www.sppa.gov.uk

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

Right to Work in the UK

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK, prior to commencing employment.



Health Care Support Workers

All staff who are not a member of a regulatory body (e.g. Nurse, Doctors, and Allied Health Professionals) are considered to be Healthcare Support Workers, regardless of their job title. You will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. You will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

Smoke Free Policy

NHS Greater Glasgow and Clyde operates a No Smoking Policy on all premises and grounds for staff and visitors.

Pre-employment Checks

All offers of employment will be subject to the receipt of satisfactory references, Occupational Health screening, criminal records check (Disclosure Scotland) where applicable, eligibility to work in the United Kingdom and verification of identity and qualifications.

Car parking and travel to NHSGGC Sites

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

Learning and Education

NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework. You can learn more about the Knowledge and Skills framework at <https://www.msg.scot.nhs.uk/pay/agenda-for-change>

Job Description

You will work to the standard **Management Accounts Finance Assistant** Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Finance Assistant level on appointment.

JOB DETAILS

Job Title: Finance Assistant
Department: Finance – Acute Management Accounts
Directorate: Finance

JOB PURPOSE AND DIMENSIONS

The post holder supports the management accounts team in the provision of financial information and advice to managers to support budgetary control and decision making.

ORGANISATIONAL POSITION

Reports directly to the Management Accountant.



MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Assist the Management Accountant with the preparation and distribution of monthly management reports to agreed timescales and in line with the organisations policies and procedures.
- Assists the Management Accountant in investigating and reporting of significant variances and trends contained in the monthly management reports.
- Assist the Management Accountant with ensuring the integrity of the budgetary control system through reconciliation, the identification of errors and the taking corrective action.
- Inputs financial data into computer databases, designs and creates financial spreadsheets using excel and business objects.
- Analysis of discrete expenditure e.g. locum medical staff, agency nursing staff, utilities, non-pay spend and ensure all expenditure is correct.
- Maintain clear and accurate records for pays analysis, staff movements affecting payroll.
- Any other duties as specified by the Management Accountant or other Senior Finance Staff.

EQUIPMENT AND MACHINERY

Personal Computer Telephone Photocopier Scanner	A majority of the workload is conducted using the personal computer. The telephone is used extensively. The photocopier and scanner are used as and when required.
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SYSTEMS

Financial Management System (CedAR e-Financials). Business Objects Excel Intranet Internet E-mail Access Word Power Point	Extensive use of each of the systems is required to create, update and report meaningful, accurate and timeous information. Creates management reports, financial spreadsheets and databases. Inputs financial data into computerised databases. Communicates through e-mail to all levels within the organisation.
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DECISIONS AND JUDGEMENTS

Post holder works within a set routine to agreed timescales, directly supervised by the Management Accountant.

COMMUNICATIONS AND RELATIONSHIPS

Who postholder communicates with:	What communication is about:	Any difficulties encountered:
Finance staff at all levels and from all sections (Management Accounting, Ledgers, Creditors, Debtors, Capital, Endowments, Cash Office)	Discusses routine financial queries with the Management Accountant, budget managers other financial staff, and staff of other departments within the organisation.	Time constraints
Budget Managers and Project Managers.	Highlights issues	
Supplies Pharmacy and Payroll staff. HR, IT and external agencies	Reporting financial information verbally and in print in a meaningful way. Promoting effective working relationships with other members of the finance team and budget managers.	Complexity of financial structures and the ledger system. Continuing Changing structures throughout the organisation.

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

Physical skills:	Requires Microsoft Office skills and competence, particularly excel. Inputting financial data into computer databases and spreadsheets, where speed and accuracy are essential.
Physical effort:	Light physical effort. Frequent requirement for sitting in a restricted position when working at keyboard for significant parts of the day. Driving
Mental demands:	Concentration required for analysing data, ensuring its accuracy and undertaking reconciliations. Analytical skills required in making calculations, dealing with questions, and problem solving. Workload prioritisation and multi-tasking constantly required.
Emotional demands:	Work pressures due to timescales. Dealing with colleagues who are under pressure

PERSON SPECIFICATION FORM

Job Title:- Modern Apprentice – Finance Assistant

Department:- Management Accounts

Qualifications	Essential (X)	Desirable (X)
<ul style="list-style-type: none"> • 3 Higher Qualifications, or equivalent, at Grades A to C , two of which must be in Maths and a Business/IT/Science subjects 	X	
<ul style="list-style-type: none"> • National 5 at grade A to C in English/ESOL or SCQF equivalent. 	X	
Experience	Essential (X)	Desirable (X)
<ul style="list-style-type: none"> • Keyboard experience 	X	
<ul style="list-style-type: none"> • Microsoft Office Experience 	X	
Behavioural Competencies	Essential (X)	Desirable (X)
<ul style="list-style-type: none"> • Good communication skills: verbal and written 	X	
<ul style="list-style-type: none"> • Demonstrates the ability to work on own initiative. 	X	
<ul style="list-style-type: none"> • Demonstrates the ability to work as part of a team. 	X	
<ul style="list-style-type: none"> • Demonstrates the ability to cope with pressure and work to deadlines. 	X	
<ul style="list-style-type: none"> • To be motivated, enthusiastic and flexible. 	X	
Other	Essential (X)	Desirable (X)
<ul style="list-style-type: none"> • Awareness of Data Protection Act. 		X
<ul style="list-style-type: none"> • Awareness of Freedom of Information (Scotland) Act. 		X