



Eileanan Siar
Western Isles

Principal Accountant

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Western Isles Health Board
The best at what we do



Job Advert



Principal Accountant

Band 7 £40,872 to £47,846 per annum
Plus £1,117 Distant Islands Allowance per annum
37.5 Hours per Week
Permanent Post

The Board is seeking to appoint a well-motivated and experienced accountant to assist our senior management team in developing our financial management capability. This is a rare and exciting opportunity to join a dynamic and forward thinking team at NHS Western Isles

You will be an experienced and professionally qualified accountant with current membership of a CCAB body, educated to degree level, with significant experience in the use of computerised financial systems, highly developed financial knowledge, and ability across the range of key result areas. Our current need is for a financial accountant, and you will therefore have extensive experience of preparing annual accounts, managing financial systems, and dealing with accounts payable and receivable.

Based in Stornoway on the Isle of Lewis, you will be at the heart of some of the UK's most spectacular scenery, while being only a short journey from Glasgow, Inverness and Edinburgh (residents are entitled to 40% discounts on flights to the mainland).

For further information regarding this post please contact Debbie Bozkurt
debbie.bozkurt@nhs.scot

The successful applicant will be required to register with the PVG Scheme (Protecting Vulnerable Groups Scheme). This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website:
<https://apply.jobs.scot.nhs.uk/> along with a job description.

Any further queries please contact Tel: 01851 762027.

NHS SCOTLAND JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION	
Job Title:	Principal Finance Accountant
Responsible to (insert job title):	Director of Finance and Procurement
Department(s):	Finance
Directorate:	Finance and Procurement/Patient Travel
Operating Division:	
Job Reference:	
No of Job Holders:	1
Last Update (insert date):	November 2021

2. JOB PURPOSE
<p>To assist and support the Director of Finance and Procurement in the execution of the Board’s statutory financial responsibilities. This is a key post where the post-holder must be able to demonstrate a high level of technical accounting knowledge, as well as relevant experience.</p> <p>In addition, the post-holder will be responsible for managing staff within the Finance Department.</p>

3. DIMENSIONS
<p>Revenue Expenditure £100m Capital Expenditure £1.3 m</p> <p>Provision of financial advice to about 60 budget holders.</p>

4. ORGANISATIONAL POSITION
See Separate Sheet

5. ROLE OF DEPARTMENT

The role of the Finance Department is to provide support and advice to managers on all financial matters, to ensure that all statutory and reporting requirements are met, to ensure that a proper system of financial control is in place, and to account properly for all financial transactions.

The Management Accountancy team provides financial information and advice to Executive Directors, senior managers and designated budget holders on a regular basis, identifying planned and actual expenditure as an aid to long term and strategic decision making. The Management Accountancy team is responsible for leading on budget setting. The Management Accountancy team is also responsible for monitoring European projects and the cost book.

The Financial Accountancy team is responsible for completion of annual accounts, liaising with internal and external audit, producing Financial returns to Scottish Government including any special returns e.g. remobilisation and or pandemic returns. It also plays a key role monitoring capital including the fixed asset register, and the timely reporting of information to the SGHD. The Financial Accountant also manages the Accounts Payable team which includes the assistant accountant who manages the treasury function.

6. KEY RESULT AREAS

The Principal Finance Accountant will be expected to:

- support the Director of Finance and Procurement in the management of the Accountancy team to ensure the provision of timely financial information and reports to senior management and budget holders;
- take delegated responsibility for the provision of clear financial evaluation and advice to senior managers, thus ensuring that expenditure incurred is a legitimate charge on NHS funds and represents best value for the Board;
- attend a number of groups on behalf of the Director of Finance on a regular basis. This will require the officer to liaise and negotiate with internal and external bodies. A further key role will be the input of technical knowledge and expertise to these groups;
- participate in the development of staff employed in the department. This will involve the post-holder providing one-to-one and group training on various financial issues;
- be alert to changes in accounting practices, statutory requirements, and their impact on the organisation.

- monthly financial reporting to the to the SGHD;
- co-ordinating the preparation of annual accounts including liaising with the External auditors and Scottish Government Finance Team;
- supervision of the accounts payable and receivable functions and the accountant who deals with treasury management;
- managing the Board's financial ledger, ensuring that it is configured to provide accurate and timely financial management information;
- manage taxation matters including liaising with our external VAT advisor;

- be responsible for the management and sign off of the balance sheet accounting & reconciliations;
- Be responsible for the timely submission of the Health Board's Cost Book
- monitor and account for revenue allocations and centrally held funds

7a. EQUIPMENT AND MACHINERY

PC (desktop or laptop)
Shared use of printer / photocopier

7b. SYSTEMS

The main system is ABS's eFinancials, which includes financial, procurement and stock modules. The post holder will use the general ledger to produce management reports and variance analysis. Additionally the post holder can access procurement and stock modules to extract data.

Business Objects software is used to produce customised reports, including routine budget monitoring.

Advanced use of Excel is required to develop models for improving operational efficiency and to provide information for strategic business planning.

Daily use of email for communicating with colleagues across the Board, including budget managers, and with external bodies.

Daily Use of Microsoft Teams for communicating with colleagues across the Board including budget managers, Scottish Government and external bodies

Daily use of intranet and internet for access to various systems, and update on developments within NHS Western Isles, and for gathering useful background information on the wider health environment.

8. ASSIGNMENT AND REVIEW OF WORK

The post-holder is expected to demonstrate a high degree of personal initiative and to work with minimal supervision and direction, but within a team-based environment. Most of the activities and work of the post-holder will be self-initiated and will be consistent with the responsibilities in the job description. The post-holder will meet regularly with the Director of Finance and Procurement to discuss operational issues, remedial action and performance against set objectives.

9. DECISIONS AND JUDGEMENTS

The post-holder is expected to anticipate problems and resolve them in a professional manner.

The post-holder has delegated authority to make decisions in line with internal and external policies, procedures and statutory requirements, and in line with best practice guidelines.

The post-holder is expected to make judgements involving highly complex information or situations which require the analysis, interpretation and comparison of a range of options whilst minimising the financial risk to the organisation.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To continually review information held within financial systems, thereby ensuring that proper accounting treatment has been applied at all stages, to facilitate the production of timely and accurate data for the compilation of monthly reporting to budget holders, Corporate Management Team, and the Board.

Discussing with Budget Holders corporate financial decisions which may adversely affect their department. Supporting and enabling budget holders to achieve balanced outturn.

Providing support to a large number of budget holders and being expected to have a good understanding of the Board's overall financial position.

11. COMMUNICATIONS AND RELATIONSHIPS

Communication skills and positive development of working relationships with staff and senior colleagues across NHS Scotland (CMT, other management teams, Internal and External Audit, SGHD, National Procurement, Tayside Consortium) will play an important role in the management objectives of the post holder.

The post-holder may be required to provide highly complex, sensitive or contentious information for presentation to senior management teams.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Requirement to use a computer on a daily basis. Requires good keyboard skills.

Frequent requirement for concentration; predictable and unpredictable work. Occasional requirement for prolonged concentration. Time management is crucial in ensuring various deadlines are complied with.

The post-holder is responsible for the management of staff, including dealing with staff performance & disciplinary issues.

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

Essential

- Experienced and professionally qualified accountant with current membership of a CCAB body;
- Educated to degree level;
- Significant experience in the use of computerised financial systems with the ability to enhance reporting facilities;
- Highly developed financial knowledge and ability across the range of key result areas. Procedures and practices underpinned by theoretical knowledge and practical experience;
- Extensive experience of using databases or spreadsheets to enhance management information. Ability to adapt system-generated reports and general information to meet the needs of relevant budget holders.
- Prior staff management experience.

Desirable

- Significant post-qualification experience;
- Specific NHS accounting experience;
- Previous experience of working at a senior level, i.e. reporting to senior management on financial issues;

14. STANDARD ELEMENTS

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures.

Comply with NHSWI Communication Strategy and Media Strategy.

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may

be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.

15. JOB DESCRIPTION AGREEMENT

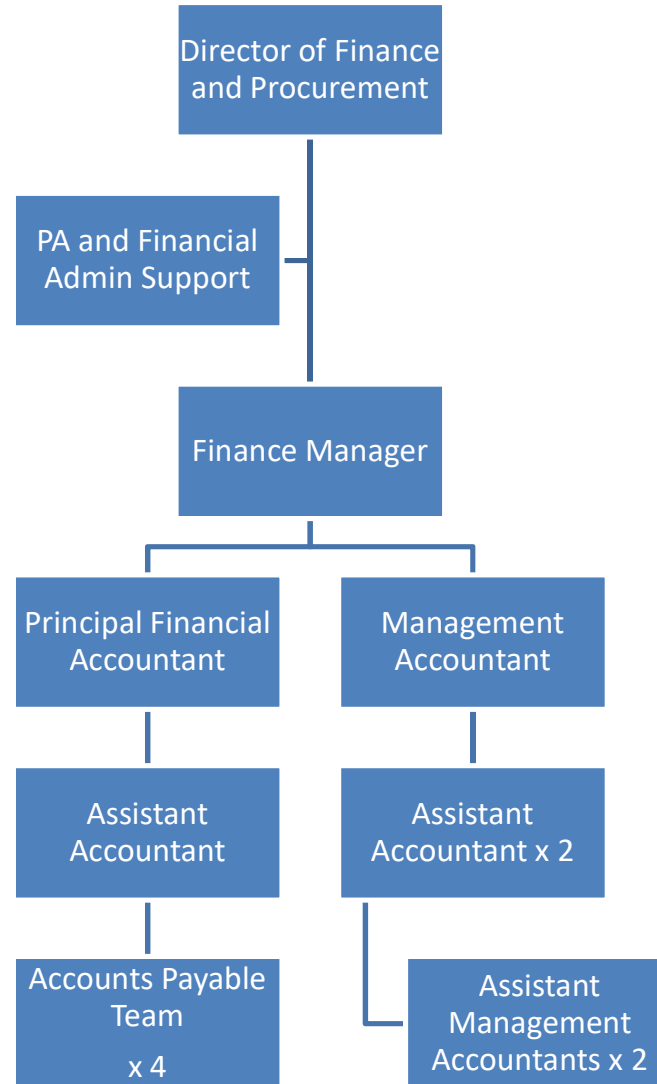
A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:13.12.2021



NHS WESTERN ISLES - PERSON SPECIFICATION

Job Title: PRINCIPAL FINANCE ACCOUNTANT

Department: Finance

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience working in an accountancy environment in a complex organisation • Advanced use of computerised financial systems • Use of databases and / or spreadsheets to enhance management information, and associated data security • Supervision of staff 	<ul style="list-style-type: none"> • Relevant post-qualification experience • Specific NHS accounting experience • Previous experience of working at a senior level • Experience of managing a finance team
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<ul style="list-style-type: none"> • Educated to degree level, or equivalent • Member of professional accountancy body (CCAB or equivalent) 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Well-developed theoretical and practical knowledge of financial and management accounting procedures • Ability to work on own initiative with minimal supervision • Ability to work effectively in a team • Ability to motivate and lead staff • Ability to work to tight deadlines • Ability to prioritise competing demands • Excellent communication and interpersonal skills • Proven analytical and problem-solving skills • Strong negotiation skills 	<ul style="list-style-type: none"> • Specialist knowledge of NHS accounting
DISPOSITION	<ul style="list-style-type: none"> • Sensitivity to needs of others while achieving tough financial objectives • Ability to persuade others through well-informed and well-presented argument 	

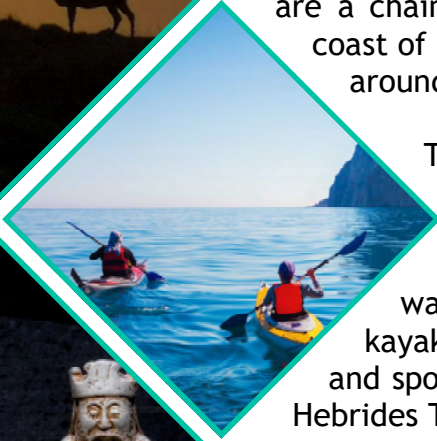


OTHER	<ul style="list-style-type: none">• Ability to attend mainland meetings as required,	
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The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.



Those who enjoy outdoor activities will find that the islands have a lot to offer. Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

Links

visitouterhebrides.co.uk
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
cne-siar.gov.uk

About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

Stornoway—Western Isles Hospital (Ospadal nan Eilean Siar)

Benbecula—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

Barra—St Brendan’s Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

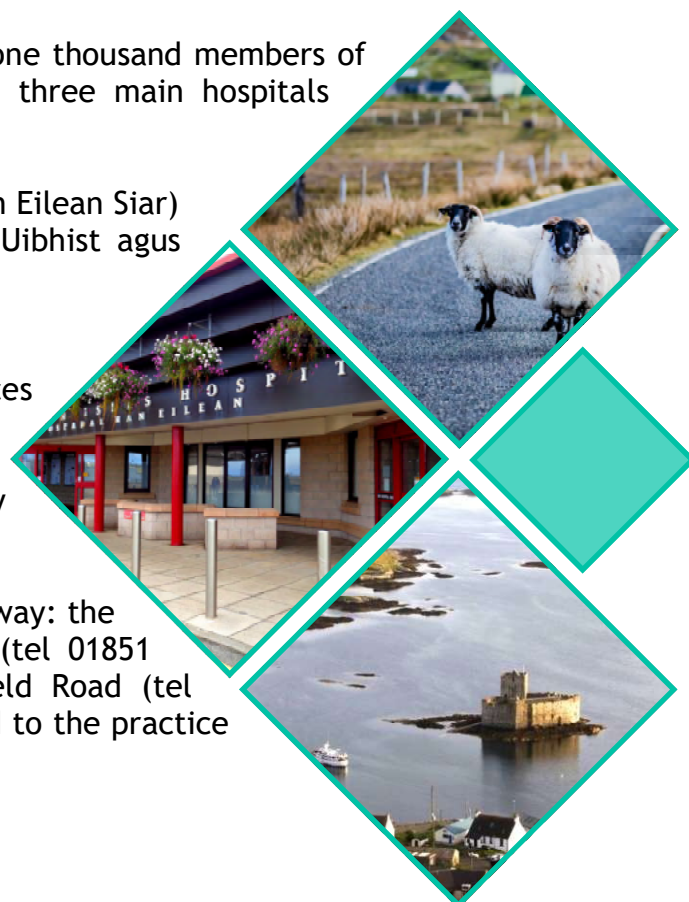
Web

wihb.scot.nhs.uk

The latest information about the Board’s response to the COVID-19 pandemic can be found on the Board’s dedicated website.

Web

coronavirus.wi.nhs.scot



Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

Stornoway Airport—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

Benbecula Airport—Glasgow, Inverness, Stornoway

Barra Airport—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



Links

Ferry Travel:
calmac.co.uk

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com