



Finance Assistant

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Welcome from Laura Skaife-Knight, Chief Executive

Thank you for your interest in this exciting position.

Orkney is a really great place to live and work. The relationship with our local community here is truly a special one, and like none I have experienced in my career to date.



I recognise moving to Orkney is a very big decision. If it's a move you are considering, like me, you will no doubt have a lot of questions going through your mind about what it's really like to help you to make the right decision for you.

We have tried to answer some of these questions, provide details about NHS Orkney and share some helpful information about living and working here to assist you as you do your research. I hope that you find this pack useful, and it helps you come to the conclusion that you should apply to work with us.

At NHS Orkney, we are absolutely committed to the delivery of high-quality, safe, and effective care for all that need us. We are proud to employ over 750 staff across our community, primary and secondary care services. We call this team, Team Orkney, recognising we are one team, all pulling in the same direction.

NHS Orkney is on an exciting journey of improvement, with a strong focus on doing all we can to deliver the best possible care and services to our patients and local community, with a real focus on providing care in Orkney and ideally in people's own home. The pace of change will continue to accelerate driven by our committed staff who are keen to adopt new and innovative ways of working without losing what is special to working in Orkney, our wonderful community and community spirit.

I am passionate about leading with kindness and working in an open, honest and transparent way that supports staff to innovate, be bold and be brave knowing that not everything we do turns out as we intended. I want us to have a listening and learning culture here, where staff feel supported, valued and looked after. It is important that we consistently listen to and act on patient and staff feedback so that we can learn and continuously improve what we do.

NHS Orkney has a clear set of values and these drive all we do:

- **Care and Compassion Dignity**
- **Respect**
- **Quality and Teamwork**
- **Openness, Honesty and Responsibility.**

The final thing I would like to say to any prospective applicant is that Orkney occupies an enviable location at the north of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, and with an open and vibrant community, it is the perfect location to call home within a safe and welcoming community.

This, along with Orkney's direct flight connections to other major cities in Scotland and now further afield including London, means the area can offer staff so many rewarding opportunities for those in pursuit of finding the right work-life balance. If you'd like to discuss any opportunity, please get in touch with us via and we'd be pleased to discuss further recognising you will have many questions for us to help you to reach the right decision about your future. For me, choosing NHS Orkney was the best decision I ever made.

Laura Skaife-Knight

Chief Executive

NHS Orkney





Job Advert



Finance Assistant

The Balfour – Finance Department

Band 3 £26,972 - £28,990 including Distant Islands Allowance pro rata per annum

37.5 hours per week

Permanent

An exciting opportunity has arisen to join our Finance Team within NHS Orkney. The position is to support the work of the Financial Services function.

The postholder will be a key member of the team providing a high quality, reliable and effective financial accounting service to the departments within NHS Orkney to ensure that income and expenditure accurately and timeously recorded and paid.

If you would like to find out more about the post before applying, you can contact for a confidential discussion:

Suzanne Gray, Senior Financial Accountant, NHS Orkney email: suzanne.gray6@nhs.scot

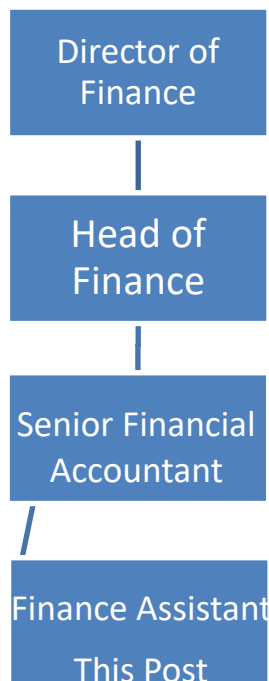
Job Description

1. JOB DETAILS	
JOB TITLE	Finance Assistant
SERVICE	Financial Services
DEPARTMENT	Finance
GRADE	Band 3
LOCATION	The BafLOUR
REPORTING TO	Senior Financial Accountant

2. JOB PURPOSE

- This post has an active role as part of the financial services team to provide proactive, high quality and comprehensive finance support to NHS Orkney.
- Ensures that financial information is processed in accordance with procedures in order to provide information for statutory returns, internal and external reporting.
- Working as a team with other financial services and finance staff to provide accurate financial information, ensuring the integrity of the financial ledger is maintained.

3. ORGANISATIONAL CHART



4. ROLE OF THE DEPARTMENT

Within NHS Orkney the Financial Services function is undertaken by a centralised multi skilled team with responsibility for processing and maintaining all financial records for both Exchequer and Endowments Accounts. The accurate and timely production of financial information is essential to NHS Orkney, the entire Finance Directorate and in particular to the Management Accounting function to allow production and monitoring of revenue and capital budget reports and to ensure completion of the Board's Statutory Annual Accounts. Financial Services has a key role in ensuring the efficiency, effectiveness and integrity of financial systems and processes.

Accounts Payable

The Accounts Payable function is primarily responsible for ensuring that all supplier invoices/ credit notes and other authorised documents are processed in line with suppliers' payment terms.

Financial Accounting

The Financial Accounting function is responsible for co-ordinating all input to the financial system and is responsible for ensuring timeous completion of the financial ledger in line with agreed financial timetables in order that management accounting colleagues can produce and monitor monthly budget reports and other reports.

Accounts Receivable

The Accounts Receivable function is responsible for all sales invoicing and credit control processes for NHS Orkney.

Treasury

The Treasury Function is primarily responsible for maintenance of NHS Orkney's exchequer bank account, providing input to General Ledger by maintaining Cash Books. Responsibilities of the Treasury function include preparing and monitoring NHS Orkney's cash flow, and for processing NHS Orkney's out of course payments.

Endowments

The Endowment Function is primarily responsible for maintaining Endowment Funds ledger services.

5. MAIN DUTIES AND RESPONSIBILITIES

To assist with Debtor Ledger processes including preparation and posting of debtor invoices and chasing overdue invoices.

To assist in the preparation and posting of cashbook transactions.

To assist with Purchase Ledger processes including scanning invoices, matching invoices to purchase orders, and assist with invoice queries.

To assist with maintaining the fixed asset register (RAM) including inputting new assets, ensuring assets are tagged, processing depreciation calculations and reconciling to the ledgers.

Responsible for collecting cash takings and prepare bank pay-ins ranging from £100 - £1000 each week. Post holder will also be responsible for depositing the pay-in at the bank.

Review and record petty cash expenditure ensuring that departmental petty cash floats are topped up timeously and are fully reconciled (weekly). Petty cash floats/top-ups range from £10 to £1,300.

Reconciliation of general ledger control accounts, ensuring that these are completed accurately and within timescales. These reconciliations contain mainly routine information, with a requirement to identify non-routine or erroneous entries which must be analysed, investigated, and corrected where necessary. This may involve carrying out detailed calculations and analyses in order to investigate and resolve sometimes complex issues and discrepancies.

Assist in the preparation of information and schedules required for the completion of the annual accounts. Analyse and interpret financial payments and receipts for inclusion in the annual accounts.

Prepare monthly schedules for review and input into the financial ledger as part of the month end process.

Maintenance and update of financial coding system and hierarchies.

Ensure monthly, quarterly and annual deadlines which are predetermined by the accounting cycle are met in a timely manner.

Liaise with Management Accounts to resolve queries within the general ledger. Generally, assist with finance department systems queries, problems, and user training. Assist in developing the role of the section including improving working practices and identifying weaknesses.

Create, update, and maintain procedures including computer systems as and when required. Where appropriate suggesting changes to procedures and policies to ensure not only that the department runs efficiently but also considering the wider impact to the Board and each of its departments.

Assist with the roll out and implementation of new systems, procedures, and policies. May include providing training to other finance and non-finance colleagues. Training will be on an ad-hoc basis and often at short notice.

Assist with induction training for any new starts in the finance function.

To provide cover for essential finance tasks during periods of absence.

Any other duties commensurate with the post level, which may be delegated by the Financial Accountant, Senior Financial Accountant or Head of Finance.

6. DECISIONS AND JUDGEMENTS

Non routine work will be assigned by the Senior Financial Accountant or the Finance Accountant and on occasion by the Head of Finance, the post holder will also receive requests for information and advice directly from other Finance staff which they would be expected to deal with independently.

The post-holder must plan work in accordance with monthly and annual timetables and operate as part of a team to ensure the completion of all Financial Accounting duties. The postholder will be capable of demonstrating initiative in the performance of their departmental tasks and to provide cover when required for other finance tasks by referring to the procedures applicable to that area.

The post holder is expected to lead in the development and maintenance of the procedures for their role so that these can be followed by other team members to ensure that at all times tasks are completed efficiently and to the required standard.

The post holder will work within set routines with little direct supervision and be expected to work within relevant policies and procedures for tasks within their remit. Advice will be available from the Senior Financial Accountant as required.

7. COMMUNICATIONS AND WORKING RELATIONSHIPS

Regular communication across the organisation including:

- Colleagues within other NHS bodies
- Colleagues within NHS Orkney
- Internal and External Auditors
- Finance Staff
- Members of the public
- VAT and other professional consultants

Tact and persuasive communication skills required to convey and interpret information, where there are barriers to understanding (the post holder will often be communicating with non-finance colleagues who may have little understanding of finance terminology).

8. MOST CHALLENGING PART OF THE JOB

Ability to operate within busy financial environment and requirement to meet strict deadlines both locally and nationally determined.

To develop the technical and team-working skills required to enable the team to provide a financial accounting service which will demonstrate to Audit and stakeholders the application of the highest standards of internal financial control.

To manage the resolution of enquiries from internal and external customers and maintain good working relationships.

9. SYSTEMS AND EQUIPMENT

The postholder uses the E-financial database which interfaces with payroll, procurement and stock systems to generate financial reports. The postholder is required to interact with this financial system in conjunction with the reporting tool Business Objects to create customised reports and databases for own use and for divisional wide use. The success of these reports is monitored and refined as required.

Microsoft Windows and Packages – PC operating system, word, excel, outlook, teams, office 365.

eFinancials – the core Financial Management system used daily for recording ledger transactions and maintaining the financial coding structure.

PECOS - eProcurement system for electronic catalogue ordering

Business Objects – system for financial reporting

RAM – system for maintaining the capital register

10. PHYSICAL, MENTAL AND EMOTIONAL EFFORT

Physical

Requirement to use VDU almost continuously throughout the day with the need for accuracy and due to the high volume of information processed.

Significant degree of PC/keyboard usage for a substantial portion of working day requiring sitting in a restricted position.

Mental

Sustained period of concentration are required when employing analytical skills across a range of information areas, problem solving, whilst ensuring all other areas continue to work effectively. A high level of accuracy and concentration is required throughout the day to day tasks but areas of particular concentration include reconciling accounts to ensure accurate financial records are maintained , matching invoices to purchase orders, approval routing of invoices and coding invoices to appropriate budgets.

A certain amount of focus and discipline is required to work in open plan office, particularly when working to deadlines.

Emotional

The post holder is required to deal with supplier complaints and must handle these diplomatically, tactfully, and efficiently which involves emotional effort on occasion.

The post holder must deal with all suppliers in a courteous and professional manner.

Job Description Agreement

Job Holder's Signature

Date:

Head of Department Signature

Date:

Person Specification

Job Title: Finance Assistant

Department: Finance

Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	SVQ 3 in Maths, English or Accountancy or equivalent experience	
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	Experience of Computer Systems and Accounting Procedures Demonstrable experience of team working	NHS experience
KNOWLEDGE AND SKILLS	Ability to work on own initiative Good written and verbal communication skills Computer literate and proficient in the use of Microsoft packages – especially Excel and Word.	Efinancials or Business Objects
DISPOSITION	Able to manage time effectively, prioritising work to meet competing demands and deadlines, and adjusting these as priorities change.	

Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to www.orkney.com or www.orkneycommunities.co.uk and learn more about NHS Orkney at www.ohb.scot.nhs.uk.



Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview**
- **Interview/Assessment – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.**

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references - references should include current and previous employers covering the last 3 years of your employment history**
- **Evidence of qualifications – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required**
- **Medical assessment – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment**
- **Criminal conviction check – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.**
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working – candidates must be eligible to work in the UK, evidence of this must be provided.**

For any queries relating to this vacancy, or our Recruitment Process, please email

ork.recruitment@nhs.scot

Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>