SC064969

NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| **1. JOB IDENTIFICATION** | Job Title | **Senior Assistant Management Accountant** |
| Department(s)/Location | Finance |
| Number of job holders | 1 |
| **2. JOB PURPOSE**  To work as a member of a Finance Team to:-   * Maintain strong financial management, underpinned by effective financial controls, ensuring effective stewardship of resources in accordance with statutory and regulatory requirements. * Support senior Management Accounting staff and business/clinical managers in the development of, commitment to and implementation of finance strategies and processes, which support clinical and other strategies. * Support managers and staff of the Operational Unit by ensuring that there is an effective approach to financial management and that timely information and advice is provided to support decision-making, probity, stewardship, value for money and legality in service delivery. * Provide professional support and contribute to the provision of an effective and responsive financial service, establishing and maintaining strong working relationships with a number of budget managers, finance and other support services managers. | | |
| **3. ORGANISATIONAL POSITION**  The Finance Department structure can be seen in **Appendix 1** | | |
| **4. SCOPE AND RANGE** The Operational Unit comprises all Hospital sites in Tayside along with Health Centres, Day Hospitals and Community Clinics. It also covers responsibilities in respect of Primary Care contractors including General Practitioners, Opticians, Pharmacists and Dentists.Total Operational Unit Staff - c12,000.Indirect influence (i.e. provision of financial advice and guidance) over revenue budgets in excess of £180m.  * Financial advice and guidance to a number of budget holders (40-60) across a complex range of services and multiple locations. * The Operational Unit’s Finance Department, co-ordinates the financial aspects of business planning process including production of timely revenue and capital budgets and input to the development of business cases and capital proposals. The Department also ensures that maximum levels of income due to it are secured and monitors the overall financial performance of Clinical Group/Community/Operational Departments. The Department assists budget managers in making decisions by providing them with accurate and timely financial information and advice. The Department is also responsible for completing a wide range of reports for the likes of the Scottish Government Health and Social Care Department (SGHSCD) and for benchmarking the financial performance of the Operational Unit’s services against other Health Board areas. * The post holder will provide professional support to Senior Management Accounting staff who leads a team providing financial management for Clinical Group/Community/Operational Departments; includes budget setting, results reporting, financial risk assessment and advice on funding streams/options. Also includes the provision of a high quality and robust management accounting service to the Clinical Group/Community/Operational Departments the post holder works with. Responsibilities include development of summary and detailed annual budgets, monitoring of performance against those budgets, provision of a professional financial support service to business and clinical managers. To achieve this involves working closely with Executive Directors, Senior Clinicians and Corporate Managers across NHS Tayside in order to influence their behaviour and persuade them to properly consider financial issues. The post holder also has a major role in identifying financial risks and advising on possible courses of action to mitigate risks.   The post holder is involved in the day-to-day management of support staff, including leading, motivating and professionally developing the team. | | |

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| **5. MAIN DUTIES/RESPONSIBILITIES**  **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.  a) Support Clinical Group/Community/Operational Departments to ensure effective budgetary control in order to sustain the achievement of year on year financial balance, and delivery of necessary savings programmes in respect of the 5 Year NHS Tayside Corporate Financial Plan.   * Assist in the planning and construction of high level and detailed revenue budgets in conjunction with Budget Managers and senior Management Accounting staff. * Work in conjunction with Senior Management Accounting staff and Budget Managers to support the savings/redesign opportunities to allow the Operational Unit to balance its overall finances. * Compile and present reports to Clinical Group/Community/Operational Department Management Teams. * Produce accurate and meaningful financial management information flows, highlighting through exception areas of financial pressure and future potential risk. Carry out prompt analysis of trends and specific events to inform decision making by Clinical Group/Community/Operational Departments Management Teams. * Attend meetings with budget managers and participate in budget reviews and production of ad hoc reports as required. Also help non-finance managers interpret the financial information produced.   b) Contribute to the development of NHS Tayside financial strategies and plans, which address the allocation of resources, best value and ensure optimum impact from their use.   * Professional input to the development of strategic business plans and option appraisals. * Contribute to the provision of comprehensive financial management information to enable the Operational Unit to discharge its responsibilities for long term strategic planning of services. * Develop and use costing and other benchmarking information to ensure that NHS Tayside services are benchmarked against comparable organisations and act to ensure that best value is achieved.   c) Contribute to in the provision of information to support the timely production of NHS Tayside Annual Statutory Accounts.  d) Work with partner bodies to support joint agendas.   * Communicate effectively both internally with other finance staff and externally through networking with other NHS and external organisations.   e) As member of Management Accounting Team take part in regular communication and team meetings responding to issues which affect own area of work or are relevant to the general direction of the NHS, understand priorities and work collaboratively on occasion to make sure that the organisation’s objectives are met. Also contribute in forum available so that good practice can be shared, that views of users of service are considered and that there are opportunities for matters of concern to be raised.   * Assist in training and induction process for new members of staff, ensuring that they become familiar with management accounting processes and systems. * Operate in accordance with Staff Policies and Procedures as they apply to the Finance Function. Ensure that Health and Safety Procedures are adhered to.   f) Interpretation and implementation of NHS Tayside policies with regards to financial regularity, stewardship and Code of Conduct and to ensure compliance with Standing Orders, Standing Financial Instructions and Fraud Policy.  g) Participate in the design and development of financial information system.   * To establish design maintain and monitor financial systems to ensure effective financial control of all funds. * Participate in the development of systems to enhance financial monitoring and provision of information in order to assist informed decision making.   h) Support senior Finance Staff in the implementation of a risk strategy, which ensures that risks are identified, assessed and managed appropriately. |
| **6. COMMUNICATIONS AND RELATIONSHIPS**  The post holder will be expected to provide and receive complex and often confidential information from service managers and other staff which requires tact or persuasive skills to convey or interpret. Where there exist barriers to understanding the post holder will competently provide and receive complex, sensitive and confidential information. **Within organisation**  * Regular contact with other members of the Finance Function (Financial Accounting/Corporate Finance) by telephone, fax, e-mail and in person, to ensure that a high quality of service is delivered and staff resources are deployed in an effective way. Discussions will often include proposals to adapt and develop existing information systems. * Regular contact with staff in other support departments (e.g. Medical Records, Business Unit, Central Stores, Human Resources, Pharmacy). * Regular contact with clinical and non-clinical budget managers on a wide range of financial matters. Discussions will include – communicating the financial position, communicating statutory financial regulation in simplified form to non finance people and discussions on complicated financial matters concerning invoices and payments. * Advises and constrains senior budget holders on financial issues, persuading them to a certain course of action, including an awareness of any contentious sensitivities. Matters will often have to be explained to non-finance managers in a way that relates to the manager’s situation. * Devises and develops Excel and Business Objects information routines which feed into reports to Senior Management Teams on a range of issues. Information has to be conveyed in a clear and understandable way, with the aim of persuading management to take a particular course of action. * Assists and helps to devise and develop formal, complex financial presentations to Management Teams on a range of financial issues which clearly convey financial concepts with the aim of persuading management to take a course of action. * Occasional involvement with internal audit function.   **External**   * Assists in negotiations with external organisations (e.g. Local Authorities, voluntary sector, private sector) over financial issues by telephone, fax, e-mail and in person. * Involvement with external audit function. |
| **7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   * Educated to HND level and working towards full membership of a professional accountancy body, or with extensive experience in an NHS finance role in providing management accounting service to a wide range of users in a complex environment. * Well developed theoretical and practical expertise concerning financial and accounting procedures, and knowledge of NHs finance policies. * Extensive computer literacy and in-depth computing expertise is an essential skill and the ability to work proficiently with the full range of current personal computer office products is paramount. Particular specialist skills are required to fully realise the potential of the Business Objects Finance Reporting Tool and the Excel spreadsheet package. * Personal and communication skills are required involving explaining complex financial information to non finance managers, empathizing with the manager’s position and persuading and negotiating a position acceptable to both parties. * Staff management skills are required in order to supervise support staff.   The post holder will be expected to:-   * Analyse, investigate and resolve often complex financial queries and discrepancies. * Analyse financial data to identify errors and resolve from a range of options. * Carry out complex calculations. * Implement changes proposed by others and when appropriate, propose changes to working practices. * Undertake periodic evaluation of work to ensure continuous improvement. * Have an understanding of information requirements and reporting formats. * Have the ability to prioritise workload, be a team worker, ability to meet strict deadlines and have well developed communication skills. * Understand the Finance IT system including reporting structures. * Have analytical thinking and presentation skills. * Have an understanding of ledger feeder systems. * Show knowledge of budgetary techniques, management accounting processes, costing methods and an understanding of basic accounting concepts. * Develop knowledge of supporting information required for audit. * Demonstrate an ability to work in a flexible manner. |

ESSENTIAL ADDITIONAL INFORMATION

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| **8. SYSTEMS AND EQUIPMENT**  The post holder is expected to use a full range of common IT office products as well as specialist financial reporting systems. These are used to create, develop and update reports to management requirements. Systems used include:-   * Microsoft Word; Excel, Access, Acrobat Reader, Outlook, Explorer, NHSnet * Efin (Finance system) * Business Objects (Finance reporting tool) * Intranet/Internet   A wide range of standard office equipment is also used (photocopier, fax, telephone, etc.).  An advanced standard of keyboard skills is expected from the post holder.  Also a frequent requirement to produce and source reports in a unique format to meet specific information requests from senior management.  **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**   * Requirement to deal with a range of complex queries and issues. * Speed and accuracy with keyboard and pc with occasional prolonged concentration. * 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. * Ability to manage time pressures during busy periods. * Use of VDU equipment more or less continuously |
| **10. DECISIONS AND JUDGEMENTS**  The post holder will work to a series of established guidelines in completing aseries of specific tasks within certain timescales. Within that framework, the post holder will be expected to act independently in managing their own workload and directing support staff, and will be expected to decide when to refer to more senior members of staff. The line manager will typically assign workload.  The post holder will have discretion over how to organise their day to day work, within the overall timetable for cross boundary charging and Cost Book submission. The post holder would be expected to make judgements around the level of accruals to be made, the presentational format of information and the issues that should be raised with more senior members of staff.   * The post holder is assigned work by senior Management Accounting staff. Review of performance is undertaken within the performance appraisal process. * A significant degree of autonomy to use problem solving skills to facilitate the optimum use of resources in a constructive and efficient manner. * Analysis of complex financial problems. * Expected to achieve objectives without frequent reference to line manager. |

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| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Using financial and computing expertise to analyse and report on the complex budgetary position. * Contributing to the setting of budgets within the broad parameters set by senior Management Accounting staff. * Contributing towards the forward planning and financial strategy of departments. * Explaining sometimes complex budgetary issues in a clear way to non-finance managers. * Managing expectations of budget holders when setting budgets. * Influencing the decision making of some budget managers to adopt certain course of action, including challenging budget holders on the achievement of savings and underspends. * Independently organizing and managing the job within the broad parameters set by senior Management Accounting staff. * Prioritising an unpredictable workload and deployment of staff resource. * Contributing to using computer software to design sometimes complex expenditure analysis tools and complex budget reports, and in proposing system developments. * Contributing towards formulating a financial strategy for part of a service, which demonstrates that sustainable financial balance is achievable. * Encouraging staff to continue to provide a high quality of service in light of the challenges posed. |
| **12. JOB DESCRIPTION AGREEMENT**  The job description will need to be signed off using the attached sheet by each post holder to whom the job description applies. |

**APPENDIX 1 Directorate of Finance – Management Accounts and Capital Finance**

**DoF**

**PA to**

**Finance Department**

**PA to DoF**

\* See separate organisation chart

**ADoF**

(Infrastructure/Risk)

**ADoF**

(Corporate)

**CFO - Acute Services**

**FM**

Capital, Hard & Soft FM

**FM**

Corporate &

Financial Services\*

**FM**

Technical

**FM**

Access, WC&F

**FM**

Surgery

**FM**

Medicine & IPMH

**AFM**

Governance/ Projects

**EA**

**SMA**

Surgery

**SMA**

Capital

**SMA**

Costing/SLAs/ Healthcare

**SMA**

Access, WC&F

**SMA**

Medicine & IPMH

**SMA**

Corporate

**MA**

Unscheduled & Scheduled Surgery, Theatres, Anaesthetics & Critical Care

**MA**

Elective Medicine/ Unscheduled Care

**MA x 2**

Corporate & IPMH

**MA**

WC&F

**MA**

Diagnostics & Specialist Services

**MA**

Governance/

Projects

**MA**

Capital

**MA**

Hard & Soft FMs

**FA**

**SAMA**

Diagnostics & Specialist Services

**AMA**

Diagnostics & Specialist Services

**AMA**

Corporate/

Mental Health

**SAMA**

Corporate/MHLD

**SAMA**

Costing

**AMA**

Capital/

Governance

**AMA**

Hard & Soft FMs

**SAA**

Healthcare & Patient Travel

**AMA**

Elective Medicine/ Unscheduled Care

**AMA**

Unscheduled & Scheduled Surgery, TACC

**AMA**

WC&F

DoF – Director of Finance ADoF – Assistant Director of Finance FM – Finance Manager SMA – Senior Management Accountant SAMA – Senior Assistant Management Accountant

PA – Personal Assistant CFO – Chief Finance Officer AFM – Assistant Finance Manager MA – Management Accountant AMA – Assistant Management Accountant

SAA – Safehaven Admin Assistant FA – Finance Assistant EA – Endowment Accountant