**Delivering care through collaboration**

**NHS Golden Jubilee**

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk

Chair: Susan Douglas-Scott CBE

Chief Executive: Gordon James

Recruitment line: 0800 0283 666

Dear Candidate,

**POST: Management Accountant (Fixed Term 6 months)**

**HOURS: 18.75 hours per week part time**

**BAND: 7**

**SALARY: £46,244 - £53,789 Pro Rata Per Annum**

**CLOSING DATE: 30th October 2023**

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history.   If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,



Gabriella Swinyard

Senior Recruitment Advisor

****

**NHS Golden Jubilee**

**General Information for Candidates**

* This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
* The contents of this package are as follows:
	+ Job Description/Person Specification
	+ Terms and Conditions of Service
	+ Information on Agenda for Change
	+ The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
	+ NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
	+ All offers of employment will be subject to the receipt of two year’s satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
	+ Please submit your completed application through the Jobtrain Recruitment System.

* The shortlisting process will take place shortly after the closing date.
* As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
* The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
	+ Valuing dignity and respect
	+ A “can do” attitude
	+ Leading commitment to quality
	+ Understanding our responsibilities
	+ Effectively working together

**Person Specification**

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications/Training** | * Qualified/Part Qualified or Experienced accountant
 | * CCAB qualified accountant
 |
| **Experience** | * Experience within a management accounting role. Previous NHS finance experience.
* Proven competence in the management of financial information, reporting and governance.
 | * NHS experience
 |
| **Skills/Knowledge** | * Financial management including budget setting and control.
* Provision of financial advice to non-financial users.
* Excellent communication and interpersonal skills.
* Problem solving and analytically skills.
* Use of Microsoft packages.
 | * Experience in developing and monitoring efficiency schemes.
* Cedar Efinancials
 |
| **Additional job****requirements****Eg. car driver, unsocial hours** | * Ability to work to tight deadlines.
* Ability to communicate with all budget holders
 | * Ad hoc duties as required by senior staff. Experience in agile/hybrid working environment
 |
| **Any other additional information** |  |  |

**Job Description**

|  |
| --- |
| 1. **JOB IDENTIFICATION**

**Job Title: Management Accountant****Department(s): Finance****Job Description Reference: 165561****No of Job Holders: 1** |
| 1. **JOB PURPOSE**
* Provision of information and advice to all levels of management to aid the Control / Decision Making & Planning processes of the GJNH.
* Provide specific Financial liaison/support role to Business Service office
* Provision of quality / audited information to external customers – contract info for Health Board customers – statutory and ad hoc for SEHD
 |
| 1. **ORGANISATIONAL POSITION**

 |
| 1. **SCOPE AND RANGE**
* Management of staff
* Training & Developing staff
* Cheque Signatory & BACS Authoriser

 |
| 1. **MAIN DUTIES/RESPONSIBILITIES**

**Budget and Budgetary Control*** Maintenance on Budget Model.
* Liaise and Assist Managers with preparation of their annual budgets.
* Consolidation and production of financial statements of Health Plan.
* Critical analytical review of Monthly departmental Operating Statements to ensure accuracy and to check that corrections from prior meetings with managers have been actioned. Then ensure timely distribution of statements to managers.
* Meet regularly (both formally and informally) with departmental managers to review budgets/performance and advise on financial matters.
* Ad hoc analysis/reports

**Development of Financial Information Package*** Summaries by function/specialty
* KPIs/Benchmarking
* Develop Interlocking Forecasting/Casting/Budgeting/Monitoring model.

**Board Reporting**Assist Finance Director, through provision of analyses, statistics and comment to prepare Monthly presentation to Board.**Statistics**Develop GJNH’s statistical capture and reporting systems/methods in order to meet the needs of all users Internal and external.Currently this involves workaround of core systems.**Provision of statistical analysis by Market/Specialty/Contract for*** Senior Management
* Board
* SEHD

**Ensure completeness and integrity of statistics by cross referencing to distributed sources*** Departmental statistics
* Booking Office Records
* Oasis PAS system

Ongoing will Involve specification and Implementation for new PAS and supporting processes or re-specify and update of existing system and processes.**Business Services Support**Provide Financial liaison service to Business Services* Advise on Costing/Pricing/Contract issues and general Financial/Budgetary matters.
* Development of activity projections in conjunction with Business Services Director.
* Ensure information provided by Booking Office to Board is consistent with that used by Finance when charging for contracted activity.
* General advice/support to BO staff on sue of MS Excel for system workarounds.

**Costing*** Maintenance/development on Marginal costing model.
* Develop specialty costs to meet NHS cost book requirements.
* Coach/train clinical managers and budget holders to ensure they have a thorough understanding of key costing issues both as they relate to their particular modality and how contributes to the bigger picture.
* Provision of ad-hoc costings.

**Contracting with Customer Boards*** Produce summary statements of activity and charges to customer Board/Trusts.
* Prepare quarterly reconciliation of SLAs activity v’s receipts from Boards.
* Ensure accuracy and consistency of detailed contract information supplied to boards by the GJNH.

**Medical Staff Costs*** Preparation of month end accrual for purchased Medical services.
* Monitor PCS Anaesthesia contract.
* Provision of analyses on all medical costs.
* Advise Medical Director on the implication of agreed payment rates for purchased medical services.

**General Ledger*** Development of GL Structure, Chart of Accounts and Reporting system.

**Payroll*** Provide support to payroll processing staff on the productions of Monthly/Weekly input journals from (non interfaced) Sage and NHS payroll systems.

**Inventory*** Control Sage Inventory to GL interface parameters files.

**Finance Department*** Development and direction of Management accounts support staff in order to meet objectives of Management Accounts section.
* Cover for Financial Accountant re completion of SEHD returns.
* General support to Finance Department on system workarounds.

**Hotel**Liaise with Beardmore Hotel Financial Controller as required for consolidation information. |
|

|  |
| --- |
| 1. **SYSTEMS AND EQUIPMENT**

**Equipment**General office equipment including PC, laptops, Office Extenders and printers etc.Audio visual equipment |
| **Systems**Core Systems – Sage Financials/Inventory, Oasis PAS system, MS OfficeExtensive use of MS Office (Excel) to compensate for limited functionality from Oasis PAS system. Excel used to take the limited useful data from Oasis to be crosscheck and combined with Spreadsheet records held in departments in order to create usable business statistics.MS Query used in conjunction with Sage Financials & Inventory.Use of Business Objects to interrogate SSPS payroll system. |

 |
| 1. **DECISIONS AND JUDGEMENTS**

Day to day jobholder is mainly autonomous and expected to use their initiative in resolving problems.Provide financial advice/recommendations to * Business Services Director e.g. Pricing of procedures, pricing special request from (Boards)
* Medical Director e.g. Payment rates for purchased medical services
* Departmental Budget Holders – provision of financial management advice

Billing Staff Support* Pricing of non-standard complex procedures e.g. Algerian one off – not in standard contract.

Contracts* Apply judgement to categorisation of procedures in order to charge referring Trusts

Financials* Produce accurate estimates to accrue for un-invoiced purchased Medical Services.
* Check validity of invoiced medical charges.
 |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**

|  |  |  |
| --- | --- | --- |
| **Who postholder communicates with:**Director of Business ServicesMedical DirectorDirector of NursingCEOBudget HoldersFinancial AccountantGeneralExternal Boards/Trusts Financial/Waiting List contactsSEHD Health Department – Finance/Performance Management | **What communication is about:**Providing detailed understanding of the Directorate financial performance, forecast plan and redesign in addition to supporting costs and budget information as requiredProviding detailed understanding of the Directorate financial performance, forecast plan and redesignObjective setting and Performance appraisalProviding specialist advice to Directorate Management on all aspects of Information Management and Technology finance Being part of the Senior Directorate Team making a personal contribution to the overall management of the directorate and ensuring that all finance issues are discussed and included in the management of the directorate.Participation in regional groups providing information on NHS Golden Jubilee Directorate issues and being fully conversant with regional requirements.Discussing complex information and presenting complex financial advice to non-financial managers | **Any difficulties encountered:**Ensuring information is complete, robust and easily understoodEnsuring information is complete, robust and easily understoodSetting achievable objectives within a heavy agenda with limited resources.Interpreting organisational requirements into appropriate financial affordable solutionsProviding advice and assistance to the directorate to ensure that complex finance issues are explained at a business level Persuading other NHS colleagues on the merits of changing a strategy or standard where it is incompatible with the special needs of NHS Golden Jubilee.Discussing sensitive and often contentious information with management and clinicians using negotiation and influencing skills. |

 |
| 1. **PHYSICAL DEMANDS OF THE JOB**

Need to be Analytical, methodical, accurate and able to work to tight deadlines. |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Effective communication of Financial Issues to Clinical staff
* Developing real solutions to real problems
* Working around limitations of PAS system. Taking data from distributed sources (PAS, Spreadsheets, Manual records) to produce robust/accurate information for Senior Management, External customers (SEHD, Health

Boards) and Scottish NHS Cost Book requirements* Production of product cost information from non-integrated PAS, Financial/Inventory and Payroll systems.
* Provision of quality payroll on control reports (monthly budget statements) due to the operating dual payroll

systems (Sage & SSPS), the available reporting on Sage being limited. |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**
* Ability to exercise initiative and seek alternative solutions (Workarounds).
* Ability to communicate effectively verbal and written at all levels, both internally and externally – (Member ISSG)
* Extensive knowledge of costing methods/principles, their application to Business decisions and also statutory

NHS requirements.* Microsoft Excel (Extensive)
* Knowledge of GJNH operational procedures.
* Knowledge of Medical/Surgical terminology.
* Knowledge of Private Medical Procedural Classifications – Purchased medical services/Pricing
* Knowledge of GJNH contract with Professional Clinical Services
* A professional qualification (CCAB) or proven experience in a similar role within the NHS.
 |
| 1. **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/ Line Manager Signature:** | **Date:****Date:** |

NHS Golden Jubilee

**Terms and Conditions of Service**

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

**1. Superannuation**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers’ contribution equates to 13.5% of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

**2. Salary**

£46,244 to £53,789 pro rata per annum

**3. Grade**

This post is offered at Band 7

**4. 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)

**5. Hours of Duty**

18.75 hours per week

**6. Tenure of Employment**

This post is offered on a fixed term basis for 6 months

**7. Asylum and Immigration Act 1996**

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

**NHS Golden Jubilee**

**Benefits**

**NHS Superannuation scheme:**

Employees’ contributions to the NHS Scheme range from to 5.7% to 13.7% of salary (depending on rate of Pensionable Pay) and the employe’r contribution currently equates to 20.9% of salary.

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.7% to 13.7% depending on annual pensionable pay. Benefits include a pension when you retire, death in service benefits of 2 years’ pay, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency*.* This scheme is a qualifying pension scheme, which means it meets or exceeds the government’s new standards. All benefits including life insurance and family benefits are explained on the SPPA website http://www.sppa.gov.uk/

**Annual leave entitlement (including public holidays):**

35 days’ annual leave on appointment

37 days’ annual leave after 5 years

41 days’ annual leave after 10 years

**Free car parking**

**Continuing professional development opportunities**

**Discounts at the Golden Jubilee Conference Hotel**

* **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
* **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
* **Discounted Dining** - 20% off food and beverage when dining in the hotel.
* **Golden Bistro (Hospital Restaurant) -** Discounted food in our award winning hospital restaurant.

**NHS Staff Benefits**

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.