#### Form JE 5



**JOB DESCRIPTION**

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| 1. JOB IDENTIFICATION | |
| Job Title: **Endowment Officer**  Responsible to: **Endowment Accountant**  Department(s): **Finance**  Directorate: **Corporate**  Operating Division: **NHS Tayside Charitable Foundation**  Job Reference**: Sco6-5868N**  No 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 the Endowment Accountant and business/clinical managers in the development of, commitment to and implementation of finance strategies and processes, which support the charity’s strategies.  Support managers and staff of NHS Tayside 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 budget managers, finance and other support services managers.  Ensure that processes undertaken in compliance with the Office of Scottish Charity Regulator (OSCR) and Statutory requirements.  Ensure that the workload is completed accurately and in line with financial timescales in order to enable NHS Tayside’s Charity to report on its financial performance and to contribute to the production of the statutory annual accounts. | |
| **3. DIMENSIONS** | |
| Tayside NHS Board Endowment Fund is currently valued at approximately £34m and comprises over 450 individual funds. Annual investment income is approximately £0.6m and donations and legacies amount to over £1.8 million per year.  Providing information and financial and non-financial advice to fundholders on all aspects of endowment funds.  First point of contact for endowments finance. | |
| 4. ORGANISATIONAL POSITION Charity Chief Officer      Endowment Accountant  Endowment Fund  Secretariat  **Endowment Officer**  Public Health      Local AuthoritiesHSCP’s    Internal/External Audit Finance Dept  \_\_\_\_\_\_\_\_ direct management  ------------- information and influence | |
| 5. ROLE OF DEPARTMENT | |
| The Board comprises all 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 Board Staff - circa 14,000.  Indirect influence (i.e., provision of financial advice and guidance) over unrestricted fund budget of £14m-£15m approximately.  Financial information and advice to a number of budget holders (across a complex range of services and multiple locations.  Provide professional support to the Endowment Accountant and the Chairty Chief Officer on endowment fund matters, this includes budget setting and results reporting, financial risk assessment and advise on funding streams and options. Also includes the provision of a high quality and robust management accounting service to Directorates, Operational and Corporate Services Departments and other Endowment Staff, i.e., Fundraising Team, Funding Team, and Financial Services with endowment matters. Responsibilities include development of summary and detailed annual budgets, monitoring of performance against those budgets, provision of a professional financial support service to endowment fund and its committees.  **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. | |
| 6. KEY RESULT AREAS | |
| * 1. Support Tayside NHS Board Endowment Fund Trustees, Fundholders and Managers in order to sustain the achievement of year on year financial balance.      + Assist in the planning and construction of high level and detailed revenue budgets in conjunction with Fundholders and Endowment Accountant and Charity Chief Officer..      + Maintenance of budget reporting system, understanding reporting hierarchies, adding and appropriately linking any new financial codes and ensuring that appropriate controls are in place both for monthly reporting and for roll-over budget at year end.      + Play a key role in the construction of monthly financial reports by undertaking the preparation and input of journal entries, preparing and actioning accruals and prepayments, analysis of output from financial system and considering how best to structure the information for presentation to fundholders.      + 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 Endowment Accountant, Charity Chief Officer and/or Trustees.      + Attend meetings with fundholders and participate in budget reviews and production of ad hoc reports as required. Also help non-finance stakeholders interpret the financial information produced.   2. Assist in the development of Tayside NHS Board Endowment Fund financial strategies and plans, which address the allocation of resources, best value and ensure optimum impact from their use.      + Assist in the provision of comprehensive financial management information to enable the Tayside NHS Board Endowment Fund to discharge its responsibilities for long term strategic planning of the charity.      + Use costing and other benchmarking information to ensure that the Charity is benchmarked against comparable charities and act to ensure that best value is achieved.   3. Contribute to in the provision of information to support the timely production of NHS Tayside Annual Statutory Accounts and Tayside NHS Board Endowment Fund Accounts.   4. 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.   5. As a member of the Endowment Finance 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 Charity’s objectives are met. Also, 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 endowment 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.   6. 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. Also ensure compliance with the statutory instruction from the Office of Scottish Charity Regulator (OSCR). Work is managed at regular intervals by the line manager.   7. 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.   8. Support senior Finance and Endowment Staff in the implementation of a risk strategy, which ensures that risks are identified, assessed and managed appropriately.   9. Secretarial support including preparing agendas, distributing papers, minute taking, letter writing, preparing reports, collating statistics and organising meetings.   10. Update and maintain online information via website etc.   **To support NHS Tayside Charitable Foundation values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes.**  ***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 | |
| 7a. EQUIPMENT AND MACHINERY | |
| The post holder is expected to use a full range of common IT office products, the post holder uses these systems to input large amounts of accurate data. This data is used by the Endowment Accountant and colleagues to create, develop and update reports for financial requirements on a frequent basis.  There is also a duty of care to report any faults detected within any of the systems used.  **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. | |
| **7b. SYSTEMS** | |
| Systems include: -  Microsoft Excel  Microsoft Word  Microsoft PowerPoint  Microsoft Access  Acrobat Reader  Efin (Finance system)  Stellnet (Doc Store)  Business Objects (Financial reporting tool)  Email  NHS Intranet  Internet  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. | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The Endowment Accountant will manage and support on a regular basis to ensuring the endowment finance function operates effectively and efficiently and discuss issues that may arise.  Supporting the participation in continuing professional development. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder will work to a series of set timetables and be expected to complete a series of specific tasks within certain timescales. Within that framework, the post holder will be expected to prioritise their own workload but will be expected to refer on a regular basis to the Endowment Accountant. 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 monthly timetable for financial reporting. 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 the Endowment Accountan.  A significant degree of autonomy to use problem solving skills to facilitate the optimum use of resources in a constructive and efficient manner.  Analyse complex financial problems.  Expected to achieve objectives without frequent reference to line manager, although manager is there as point of reference or for clarification. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Independently organising and managing the job and dealing with queries from internal and external bodies within the guidelines from the Endowment Accountant.  Prioritisation of workload.  Using specialist financial and computing knowledge to analyse and report on the complex financial position for the Fund and then using this to influence the decision making of some budget managers to adopt certain course of action.  Discussing the expectations of Trustees which when setting the budgets for unrestricted funds.  Explaining complex financial issues in a clear way to non-finance managers.  Taking a lead role in using computer software to design complex expenditure analysis tools and complex financial reports, and in proposing system developments. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| The post holder will be expected to provide and receive routine information from fundholders 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 Endowment Finance Function, Finance Directorate (Financial Accounting/Corporate Finance) by telephone, e-mail and in person.  Regular contact with staff in other support departments (e.g., Procurement, Human Resources, Payroll and Accounts Payable).  Regular contact with clinical and non-clinical fundholders 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 fundholders over financial issues, persuading them to a certain course of action, including an awareness of any contentious sensitivities.  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.  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, e-mail and in person.  Involvement with external audit function.  Discuss and resolve issues with organistions regarding payment of invoices (e.g. universities) | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**   * + Compliance with Health and Safety/risk management policies.   + Compliance with manual handling regulations.   + Long periods sitting continuously.   + Ability to manage time pressures during busy periods.   + Use of VDU equipment more or less continuously   + Light physical effort lifting and carrying files to and from shelves and into offsite storage.   + Yearly archiving of paperwork. Involves emptying lever arch files, transporting them to an of site store and unloading them onto available shelf space.   **Mental**   * Long periods of concentration when inputting data coming from various sources within NHS Tayside. * Ability to manage time pressures during busy periods. * Frequent requirement for concentration required when checking, reconciling and analysing data during which the postholder may be required to switch tasks unpredictably. * Concentration required for answering queries from staff and customers. * Absorbing, retaining and acting on large volumes of information. * Requirement for speed and accuracy with occasional prolonged concentration * Subject to interruptions when inputting data or other tasks. * Dealing diplomatically with challenging situations. * Adhering to strict deadlines.   **Emotional**   * Demands of dealing with organisations who have not received payments of invoices or payments for projects. Required to diffuse the situation by remaining calm, yet assertive under pressure. * Dealing with fundholders either by telephone, email or letter or face to face who may want to discuss possible projects which may be considered as core services. Required to be tactful and assertive ensuring that charity funds are only used to support non core equipment and services. * Dealing with the relatives who are seriously ill or deceased who may wish to make a donation to the charity | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| The postholder will be required to communicate statutory financial regulations and NHS rules in a simplified manner to non-NHS staff.  Holding as a minimum an /HND qualification and preferably beginning the road to full membership of a professional accountancy body, and/or previous experience in an NHS finance role in providing endowment accounting service to a wide range of users in a complex environment.  A detailed and practical knowledge of financial and accounting procedures.  The post holder will be expected to have excellent presentation skills, including being able to present complex concepts in a straightforward and understandable fashion.  The post holder is expected to be able to analyse how projects are progressing and appropriately present results often in the face of scarce applicant resources.  Awareness of political sensitivities, and the ability to support organisational objectives through collaborative working.  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.  The post holder will be expected to:-   * + - Have the ability to prioritise workload, be a team worker, ability to meet strict deadlines and have well developed communication skills.     - Have analytical thinking and presentation skills.     - Have an understanding of ledger feeder systems.     - Demonstrate an ability to work in a flexible manner.   Interpersonal and negotiating skills.  Knowledge of NHS Tayside’s Procedures and Policies | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm that the Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |