**Job Description**

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| 1 JOB IDENTIFICATION |
| Job Title: Business AccountantResponsible to: Head of Finance – Reporting & AnalysisDepartment(s): FinanceDirectorate: FinanceJob Reference:No of Job Holders: Last Update: New post  |
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| 2 JOB PURPOSE |
| * To provide financial expertise and advice in support of financial performance.
* To ensure all financial aspects are effectively managed and delivered though provision of advice and analysis (both financial and non financial), robust assessment and communication of proposals, and financial risks identified.
* To develop and maintain effective working relationships with senior managers and clinicians which create partnerships focussed on the best use of resources available.
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| 3 DIMENSIONS  |
| * NHS Fife has a revenue budget of c£900m and a capital budget of c£7m.
* The postholder will work as part of the wider NHS Fife Financial Management team, which comprises c26wte posts.
* The revenue budgets are in the region of c£95m.

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| **4 ORGANISATIONAL POSITION** |
| Head of Finance – Reporting & AnalysisBusiness Accountant/Business Support Accountant**Business Accountant**Capital & Infrastructure AccountantManagement Accounting TeamManagement AccountantAssistant Management Accountant |
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| **5 ROLE OF DEPARTMENT** |
| * The Finance Directorate is responsible for ensuring that Financial Governance is maintained throughout the complex organisation. This is achieved through providing the Financial Planning, Financial Management, Financial Accounting, Financial Transaction and Internal Audit services to the Board.
* The Finance Directorate is responsible for: the provision of financial advice and guidance required for effective corporate management and strategic and operational decision-making, in both the short and medium term; a high quality, fit for purpose, procurement service and a high quality, fit for purpose, payroll and expenses service. The Department is also responsible for the provision of information underpinning NHS Fife’s public accountability for stewardship of its funds, and providing advice and information to secure effective planning and delivery of investments in service improvements and organisational change.
* The role of the Financial Management Department is to provide comprehensive financial advice required by the Director of Finance to fulfil the statutory obligations of NHS Fife and provide all Directors and Managers with the information they require to manage, plan and deliver services in a cost effective manner.
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| **6 KEY RESULT AREAS** |
| * Produce accurate, timely and relevant financial reports and provide financial advice to budget holders to facilitate the management of resources on a continued basis, including: informing applications and bids for funding; investigation and analysis of variations in financial performance; draw down of funding; use of funding in-year; and forecast outturn position; to inform management decisions on the optimum use of resources.
* Prepare and maintain budgets in consultation with the service(s) taking into account knowledge of the service, historical performance, planned development and available resources.
* Ensure up to date and comprehensive knowledge of service issues ensuring ability to contribute to the improvement of the service.
* Support colleagues to analyse the financial aspects of revenue business cases for service development or redesign projects, ensuring an ongoing focus on the need to deliver these within constrained financial resources.
* Support the Head of Finance – Reporting & Analysis, as well as the relevant operational business unit(s), to ensure there is appropriate reporting, analysis and review of performance against efficiency plans at both a local level and on a pan-Fife basis.
* Provide financial guidance, support and advice to stakeholders in order to highlight and discuss areas of risk and contribute to the achievement of year on year financial balance.
* Ensure visibility to clinical and management colleagues through attendance and active participation in meetings.
* Work with partner bodies to support joint agendas.
* As a member of the Financial Management Team, encourage the cross fertilisation of finance staff development.
* Ensure all functions are carried out to a high standard and are compliant with regulations, professional accounting standards and Standing Financial Instructions.
* Ensure effective communication links exist between the Finance Department and its users, internally with other finance staff and externally through representation and networking with other NHS and external organisations.
* Support the development of robust and meaningful integrated financial information including Patient Level Costing and benchmarking.
* Responsibility for personal development and contribution to team development including promoting the Future Focused Finance agenda.
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| **7a EQUIPMENT & MACHINERY** |
| * Essential user of Personal Computer(s) and networked systems as part of the core Single System Finance Team within NHS Fife. Use of office equipment: PC, photocopier, printer, telephone.
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| **7b SYSTEMS** |
| * Good knowledge of word processing and e-mail systems. Frequent day-to-day user of MS Office suite of software including Excel, Word, Access and PowerPoint. Use of Internet for research purposes.
* Good knowledge of eFinancials and Business Objects for reporting purposes
* Design and manipulate spreadsheets for the maintenance of records required within the department - data is shared with other internal users
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| **8 ASSIGNMENT AND REVIEW WORK** |
| * The postholder will be required to determine the priorities for their workload and must plan and organise their own work, as informed by overall departmental priorities.
* A number of timescales are predetermined by the control environment, e.g. monthly and annual planning and reporting cycles.
* The nature of the work will be a combination of routine, planned and timetabled tasks. In addition ad hoc assignments may be requested.
* The postholder will be expected to use a degree of initiative, and any operational difficulties can be discussed with their line manager.
* Objectives will be agreed annually with the line manager. The postholder is responsible for ensuring delivery of those objectives, which are formally reviewed annually.
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| **9 DECISIONS AND JUDGEMENTS** |
| * Decisions will be made within departmental and NHS Fife policies and procedures; with guidance sought, as appropriate, from their line manager.
* Judgement will be required in interpreting financial data; understanding and communicating financial reports; and the implications of additional funding on financial and qualitative performance measures, with a particular focus on the phasing; in year use; year end forecast; cut off; and accounting treatment of any unused funding.
* The ability to organise and prioritise workload appropriately is essential in order to ensure all key priorities and deadlines are met.
* The postholder is expected to manage day to day tasks; with reference to their manager for non routine tasks to seek an overall steer.
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| **10 MOST CHALLENGING PART OF THE JOB** |
| * Supporting budget holders in understanding and interpreting financial information.
* Working flexibly and managing conflicting demands and priorities providing a consistent level of support.
* Knowing and understanding the business of the Directorate, as well as the financial context, and thus understanding the non financial challenges.
* Building strong working relationships at all levels and to communicate competently financial information to stakeholders of a financial and non financial background.
* Balance the requirement to support service improvement and transformation whilst ensuring due process in delivering the efficiency priorities and other financial targets.
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| **11 COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| The ability of the post holder to maintain key relationships and effective communication with a range of other individuals and parties will be crucial to the success of this role.Communication will need to be appropriate and flexible to meet the requirements of the recipient(s), including written reports, presentations, informal briefings, group discussions, and 1:1 meetings.The information being communicated may often be complex financial analysis, to be conveyed in a clear and concise manner for non finance colleagues. It may be communicated to inform and influence key decisions.Examples of key relationships include:**Internal:*** Director of Finance
* Deputy Director of Finance
* Assistant Director of Finance
* Head of Finance – Business Partnering
* Head of Finance - Reporting & Analysis
* Directorate General Manager
* Service Managers
* Senior Nurses
* Clinical Directors
* Clinical and non clinical budget holders
* Financial Management staff
* Financial Services staff
* Internal Audit
* Trade Unions and staff organisations

**External:*** Scottish Government Health & Social Care Directorates
* Other NHS Boards
* External Audit
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| **12 PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * Requirement for speed, accuracy and attention to detail that reporting and modelling work involves. Whilst the office environment is relatively comfortable there can be prolonged periods of exposure to VDU/keyboard in combination with the concentration and thinking that the role involves.
* Postholder may be required to attend meetings on other locations within NHS Fife or outwith the Board area and therefore be able to travel.
* Frequently placed in situations of competing demands set to tight deadlines, and must be able to switch tasks as required.
* Considerable need to concentrate for long periods of time.
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| **13 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Qualifications* + An HND in accounting; or related subject
	+ Part qualified (towards membership of one of the five bodies recognised by the Consultative Committee of Accounting Bodies (CCAB) or the Chartered Institute of Management Accounting (CIMA)); or equivalent experience.

Experience* + Relevant experience within a complex organisation with demonstrable experience in a management accounting role.
	+ Knowledge and understanding of national health policy and the impact on financial planning and control.
* **Skills**
	+ Excellent communication and presentation skills
	+ High degree of numeracy and analytical skills
	+ Ability to influence, persuade and negotiate
	+ Determination, resilience and persistence
	+ Organisational skills to ensure competing priorities are achieved to agreed timescales
	+ Excellent report writing skills
	+ Highly motivated with drive and commitment
* “Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23

Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice." |