**Job Description**

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| 1 JOB IDENTIFICATION |
| Job Title: Finance Analyst  Responsible to: Head of Finance  Department(s): Finance  Directorate: Finance  Job Reference:  No of Job Holders: 2  Last Update: July 2024 |
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| 2 JOB PURPOSE |
| * To provide financial support on a day to day basis to a range of Finance Business Partners and budget holders * To provide support for Finance colleagues * To support the reporting and interpretation of financial performance |
| 3 DIMENSIONS |
| * NHS Fife has a revenue budget of c£900million and c8,000 staff * The post has no staff supervisory duties |
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| **4 ORGANISATIONAL POSITION** |
| Head of Finance  Management Accounting Team  Management Accountant  (x8)  **Finance Analyst**  Finance Analyst  Assistant Management Accountant  Assistant Management  Accountant |
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| **5 ROLE OF DEPARTMENT** |
| * The Finance Directorate is responsible for ensuring that Financial Governance is maintained and promoted throughout the organisation. This is achieved through providing the Financial Planning, Management accounting, 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 Management Accounting 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** |
| * Preparation and maintenance of budgets in order that Divisions and Directorates continue to plan and operate services within an agreed allocation of resources * Analyse the financial management reports investing any areas of variation or concern and take corrective action where appropriate in consultation with senior members of the team * Report to the relevant Finance Business Partners and budget holders highlighting areas of concern, supporting them with the management and monitoring of budgets, including ad-hoc requests * Maintain and develop financial models using spreadsheets to monitor and analyse budgets * Maintain and develop financial models to monitor and track progress of efficiency savings / cost reduction * Assist in the maintenance of the financial ledger system * To retrieve information ad requested for a range of staff and external agencies, eg auditors, Scottish Government etc * Support the wider Finance Team by taking Action Notes at meetings, ad-hoc investigations and project work * Ensure compliance with all financial operating procedures and polices applicable within the role, contributing to their ongoing development as required to support improvement within the Finance Department |
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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 |
| **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. * Use of finance systems including e-Financials and BOXI reporting * 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 work on a day-to-day basis adhering to departmental timetables and deadlines * The main source of the postholder’s work will be the immediate manager although more senior members of the team may also delegate work * The postholder is expected to use a degree of imitative and be able to deal with work independently. Their line manager will be available to discuss difficult matters. * The postholder will have regular meetings with their line manager to review progress, provide advice and develop solutions to problems identified by the postholder as a barrier to progress. * Objectives will be agreed annually with the line manager. The postholder is responsible for ensuring delivery of those objectives within the statutory obligations of the post. Formal review will take place at mid-year and year-end. |
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| **9 DECISIONS AND JUDGEMENTS** |
| * Decisions will be made within Departmental and NHS Fife policies and procedures with guidance from manager * Expected to manage day-to-day tasks with reference to manager for non routine tasks * Judgement will be required in interpreting monthly financial data, identifying errors and trends and carrying out corrective action where necessary * The ability to organise and prioritise workload appropriately is essential in order to ensure all key priorities and deadlines are met |
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| **10 MOST CHALLENGING PART OF THE JOB** |
| * Meeting the demands of tight timescales; a high level of transactions are required to be timeously and accurately * Supporting Finance Business Partners and budget holders with the understanding and interpretation of financial information * Managing conflicting demands and priorities in particular providing a consistent level of support to Finance Business Partners and budget holders when not all aspects of the work can be easily planned. * To work flexibly within a constantly changing organisation with varying and competing priorities. * To build strong working relationships at all levels and to communicate competently financial information to others whether of a financial or non financial background. |
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| **11 COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| The following working relationships are maintained through verbal contact, written correspondence, electronic communication and formal/informal meetings:-  Examples of key relationships include:  **Internal:**   * Service Management Accountants * Operational Managers * Finance Business Partners * Budget holders * Other Finance staff * Human Resources   **External:**   * Outside agencies * Suppliers * Discuss with non-financial budget holders financial performance ensuring that factors affecting the performance are fully understood * Discuss routine financial queries with non-financial budget holders and the wider finance department * Provide monthly financial statements to Finance Business Partners and budget holders in a timely manner to strict, externally driven deadlines |
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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. * Multi-tasking is required with frequent interruptions from the telephone, colleagues, email, and other environmental noises. * Will be required to deal with demanding timescales and large volumes of data. * Considerable need to concentrate for long periods of time |
| **13 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Qualifications  * + Working towards Association of Accounting Technicians (AAT) Intermediate level or equivalent.  Experience  * + Understanding of financial analysis, budgeting and budgetary control.   + Ability to exercise own initiative and work with the minimum of supervision. * **Skills**   + Ability to communicate financial information to non-financial managers   + Competent IT skills with working knowledge of spreadsheets and word processing packages   + Detailed understanding of accounting procedures   + Good analytical skills   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. |