***JOB DESCRIPTION***

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| **1. JOB IDENTIFICATION** |
| **Job Title:**  | **Assistant Management Accountant** |
| **AfC Band** | **Band 5** |
| **Responsible to (insert job title):** | **Senior Management Accountant** |
| **Department(s):** | **Finance** |
| **Directorate:** | **Management Accounts** |
| **Operating Division:** |  **Acute/ Corporate** |

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| **2. JOB PURPOSE**To assist Senior Management Accountant in the provision of professional financial management information and advice to key service areas/senior divisional/directorate management (budget holders) to enable the delivery of quality patient care and to provide a senior role in representing the Finance Directorate in corporate and Division-wide financial management planning, monitoring and control. |

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| 1. **ROLE OF DEPARTMENT**
2. All aspects of strategic and operational financial management, reporting and governance to Budget holders including the provision of timely financial reporting and advice to ensure that the Budget holder’s financial objectives and statutory requirements are achieved.
3. Establish joint financial frameworks which will support the operation of Budget holders; while securing the achievement of NHSGG’s overall financial plan. Prepare and issue appropriate guidance to provide the context for developing robust financial plans.
4. Oversee and control the allocation of funds to Budget holders and leading the budget setting and budgetary control processes.
5. Provision of a robust and effective shared NHS management accounting service to senior and operational management teams of all Budget holders.
6. Financial reporting, advice, presentations to Budget holders as required, to ensure full understanding of key financial data.
7. Provide reports to Director of Finance in relation to financial statutory requirements and strategic standing items.
8. Assessing financial impact of Budget holders service plans, business cases etc.
9. Ensuring effective governance arrangements are in place.
10. Effective links with other finance functions
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| 1. **ORGANISATIONAL POSITION**
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| **5. SCOPE AND RANGE**Budget holders responsible for up to £230m.Up to 40 Budget holders from senior to mid-management covering wide range of disciplines and experience responsible for up to 2,750 staff.Staff Managed - responsible for training key budget holder staff to ensure effective and efficient financial controls. |

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| **6. MAIN DUTIES/RESPONSIBILITIES**

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| Prepare annual budgets and financial plans with budget holders for staff resources and supplies to ensure that planned operations can be achieved within given financial constraints. |
| Monthly reporting with variance analysis to budget holders:1. Review and monitor reports with budget holders to ensure complete and accurate financial reporting and control and to provide a reliable base for operational decisions
2. Investigate in detail significant variances and provide information to allow budget holders to take appropriate action
3. Notify financial accounts/bookkeeping section of any entries that have been omitted and/or errors that have been identified
4. If required, prepare input to financial ledger to monthly deadlines
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| Prepare forecast of financial outturns with budget holders to ensure financial targets are achieved. |
| Liaise with budget holders on ad hoc costings/ other information as required to enable operational decisions to be made within financial restraints and identify any potential areas for improvements and efficiencies. |
| Assist in the development of systems by identifying and advising of areas/procedures that could be addressed to improve the effectiveness, efficiency or economy and to minimise any bureaucracy in the operation of the systems that impact on financial management. |
| Prepare income reconciliations to budget and liaise with relevant agencies over funding. Reconcile ad hoc income, issue invoices and monitor income budget. |
| Assist with the identification and implementation of training requirements for non-finance staff to ensure effective and efficient financial management and the implementation of standing financial instructions. |
| Carry out any other exercise required by the senior management accountant/ Corporate Reporting Manager or Head of Finance for provision of services by the finance department e.g. deputise for senior management accountant as required; provide divisional costings to enable overall savings to be assessed |

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| **7a EQUIPMENT & MACHINERY**Significant use of a computer for analysis, interrogation, preparation of financial reports and complex spreadsheets including use ofMS Office packages (Word, Excel, Powerpoint, Access and Outlook).Use of standard office equipment is also required e.g. photocopier, scanner, and telephone. |

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| **7b SYSTEMS**Utilises a range of financial and other reporting software products to provide budget holders with timely and accurate financial and supporting information. Examples include:* Full utilisation of the interrogation and reporting facilities within the main financial system
* Design & development of complex spreadsheets
* Utilising database software for large volumes of data
* Utilising supplementary systems such as Payroll Data Query
* Designing reports from other reporting packages (e.g. Business Objects)
* Full use of Outlook/email communication systems.
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| **8. DECISIONS AND JUDGEMENTS**The ability to organise own workload and use own initiative is required as the post is managed rather than supervised. The post holder has to prioritise tasks to meet strict deadlines but also has to decide on the best way to achieve the task in hand within the financial guidelines.Analytical and judgemental skills are required where there are complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include:Analysis of financial data, investigation and resolution of financial queries* Utilisation of non-financial data in budget monitoring

Meeting with and providing accurate and timely advice to budget holders without direct supervision. Providing cover for the senior management accountant in their absence and handling confidential and sensitive information.  |

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| **9. COMMUNICATIONS AND RELATIONSHIPS**Internally with* Heads of Finance and all other finance staff throughout Glasgow & Clyde
* Clinical Directors, Directorate Managers and other Departmental Managers
* Other senior managers
* Internal Audit
* Other Budget holder staff (multi-disciplinary) for training.
* I T Department for systems development & fault diagnosis

Externally with:* Finance/senior staff at other NHS organisations, including Scottish Executive, National Services Division, West of Scotland Consortium
* Senior staff at Universities
* External Audit
* Payroll

The post holder will require the ability to communicate within a range of settings from complex information communicated on a one to one basis to training presentations of information to small sized groups. It will normally be verbally either by telephone or at meetings or via e-mail, and it will require persuasion and/or negotiation skills to ensure agreement or co-operation, and will on occasions require written communication dealing with complex financial matters. |

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| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB****Physical** Extensive advanced keyboard use requiring speed/accuracy **Mental** Prolonged periods of concentration with complex tasks.Frequent interruptions and unpredictable demands.Ability to manage time pressures during busy periods**Emotional** Dealing with budget holder staff and other finance colleagues during periods of organisational change.Potential challenges if required to ‘train’ some budget holder staff more senior to this post.**Environmental**Compliance with health & safety/risk management policies both within normal office environment and when travelling to and attending meetings within various Health Centres/Hospitals. |

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| **11. MOST CHALLENGING/DIFFICULT PART OF JOB**Dealing with multiple requests from budget holders, senior management accountant and external agencies for complex financial information. This requires the ability to prioritise heavy workloads against tight, sometimes conflicting, deadlines and also the ability to communicate effectively in a multidisciplinary environment. |

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| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB*** A high level of education in a numerate subject
* Degree, Accountancy based Higher National Diploma, AAT membership or foundation level of a nationally recognised professional accountancy qualification or equivalent experience is essential.
* At least two years experience in the finance department of a complex organisation, including staff training responsibilities.
* Knowledge of Management Accounting procedures and techniques.
* Advanced PC skills are required, especially in the use of financial computer systems and Microsoft Office.
* Experience should include:
	+ working autonomously to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required
	+ communicating complex information to a range of different audiences using a range of different communication methods
	+ requiring flexible approach to fulfil the duties in an environment with ever changing and/or conflicting priorities
* Knowledge of the National Health Service – previous NHS experience is desirable.
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| **13. JOB DESCRIPTION AGREEMENT**. **Job Holder’s Signature:** **Head of Department Signature:** | **Date:****Date:** |