JOB SUMMARY – Senior Adviser- Finance Analyst (Management Accounts)

1. Finance Directorate

NHS Education for Scotland (NES) is a National Health Board working in partnership with key stakeholders to provide education, training and workforce development for those who work in and with NHS Scotland. Our vision is: "A Skilled and sustainable workforce for a healthier Scotland" and our mission is: Enabling excellence in health and care through education, workforce development and support".

The Finance Directorate is responsible for:

- providing expert financial advice, technical guidance and pro-active decision support to the whole of NES
- providing transactional processing and analytical services to the whole of NES
- producing the Board's budgets and finance reports, business plans, Scottish Government returns, annual accounts and other statutory returns
- liaising with Internal and External Audit, the Inland Revenue and Customs and Excise. It works closely with the Health Finance, Corporate Governance and Value Directorate within Scottish Government with regard to NES's current and future allocations and direction
- leading on financial management issues across the organisation, playing an important role in corporate governance
- ensuring a strong and effective internal control environment
- ensuring the finance systems/procedures meet all statutory requirements and support business needs

These responsibilities are shared across the 3 sections of the Finance team which are Governance & Operational Finance, Finance Business Partnering and Management Information, Systems & Analysis.

This role is within Management Information and Systems & Analysis which has a focus on:

- initial data analysis for monthly management reporting on a 'once for NES' approach, ensuring consistent, robust and reliable data is provided to the Finance Managers and the business to enable monthly monitoring of the NES financial position and to support decision making.

- supporting the development of integrated information systems to reduce the cost and complexity of managing data required from multiple systems, to support decision making, across the organisation.

- ensuring financial systems are efficient, effective and responsive to the evolving nature of the role of NES.

- developing appropriate decision support tools for use across the Finance team

- supporting all corporate finance systems (eFinancials, PECOS and the Business Objects reporting tool)

- contributing to the development of all systems where related data may be held as part of the 'Big data' group within the Digital Directorate.

The Finance Business Partnering team has a focus on:

- providing future focussed decision support, technical financial advice and reports to budget holders to enable them to effectively manage income and expenditure for their area of responsibility and be confident that they are fully complying with relevant accounting standards and legislation.

- using financial and operational management information to review and assess business performance.

- Building the relationships to effectively influence and challenge Business Decisions, Strategy and Outcomes

- working with Senior management/budget holders within NES to deliver efficiency savings and improved standards in the way NES operates

- producing the Board's budgets, finance reports and business plans

- developing appropriate budgetary systems for NES

- preparing 3 year financial plans, evaluating all assumptions and associated risks within.

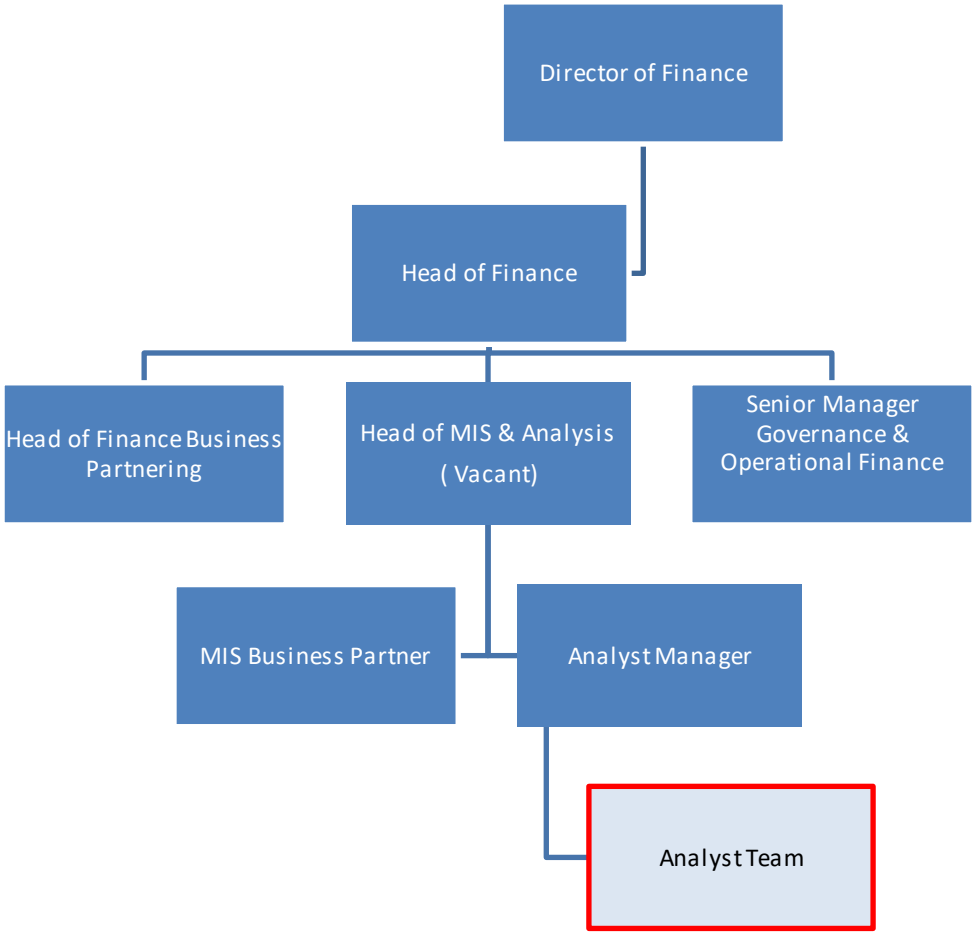
The Governance & Operational Finance Team has a focus on:

- the management and control of all transactional processing (accounts payable, accounts receivable, treasury and payroll – including GP's and vocational dental practitioners)

- production of the Scottish Government returns, annual accounts and other statutory returns.

- managing the design, implementation and supervision of financial controls to ensure efficiency, effectiveness and integrity of systems and processes.

2. Organisation Chart



3. Job Role

Reporting to the Analyst Manager, the successful candidate will be responsible for providing a first pass of the monthly management reporting pack and will be required to quickly assimilate a working knowledge of key business activities across the business area they support. They will provide and receive financial information to/from both the business area and the Finance Manager, and there will be a requirement for a significant amount of investigation and analysis.to enable robust monthly monitoring of the NES financial position and to support decision making.

4. Key Tasks

These will include but will not be limited to:

- Run reports from eFinancials using BOXi to extract details of financial transactions to review both pay and non-pay transactions to ensure financial reports reflect an accurate position of the expenditure to date for the directorate, identifying and posting correcting journals where required.

- Reconcile the staffing establishment for their directorate(s) against the budget, investigating any discrepancies and informing the appropriate department of the correcting action to be taken.

- Using knowledge of accounting principles identify accrual and prepayments required and post to the appropriate financial period.

- Produce the first draft of the Variance Analysis report (VAR) including explanations of the variances, investigating any unusual results and reporting their findings to the Finance Manager.

- Support the Finance Manager in meetings with the Directorate to discuss the Initial Variance Analysis report, and process any amendments as required. Take notes/minutes at review meetings and ensure actions required are completed.

- Analyse financial transactions to support the reporting within the Annual Accounts process.

- Assist in the preparation of the annual operational plan for the directorate ensuring financial information is entered onto the planning system accurately and in line with the planning timetable.

- Provide ad-hoc analysis as required by the Directorate and senior Finance team colleagues.

Band 5 Senior Officer or Team Leader

1. JOB IDENTIFICATION

Job Title: **Senior Adviser (Finance Analyst)**

Department(s): Finance & Corporate Resources

Directorate: Finance

Job Reference: 6252BR

Responsible to: (Analyst) Manager

2. JOB PURPOSE

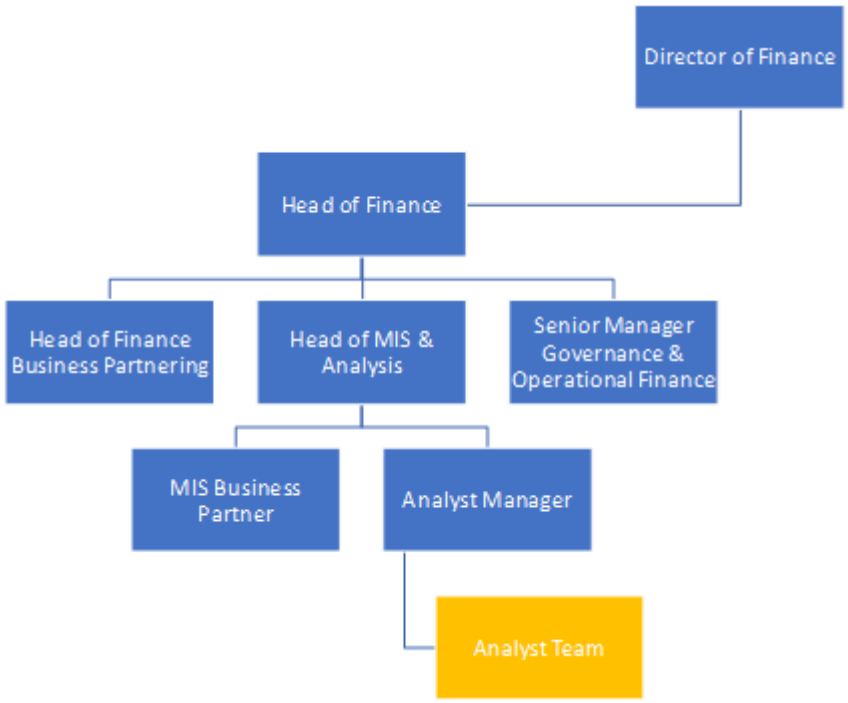
The purpose of this role is to provide a full and effective comprehensive range of administrative support, which will enable a department to fulfil its function to a high-quality standard as well as creating a support network for senior managers and colleagues. This may include the management of projects/programmes/work streams which are relevant to your area.

The postholder will have a comprehensive, specialised, factual and theoretical knowledge within a field of work and an awareness of the boundaries of that knowledge. They are able to use knowledge to solve problems creatively, make judgements which require analysis and interpretation, and actively contribute to service and self-development.

3. DIMENSIONS

- The postholder will be responsible for providing business and strategic steer support to the relevant area within their Department/Directorate (as stated above)
- They will be managed by a line manager.
- The postholder may have line management responsibilities.
- The postholder will be required to assist in any other duties which are deemed reasonable to their role and band.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

NHS Education for Scotland (NES) is a Special Health Board whose mission is to contribute to the highest quality of healthcare throughout NHS Scotland by promoting best practice in the education and life-long learning of all staff

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Systems & Analysis. This role is within Management Information and Systems & Analysis which has a focus on:

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- supporting the development of integrated information systems to reduce the cost and complexity of managing data required from multiple systems, to support decision making, across the organisation.
- ensuring financial systems are efficient, effective and responsive to the evolving nature of the role of NES.
- developing appropriate decision support tools for use across the Finance team
- supporting all corporate finance systems (eFinancials, PECOS and the Business Objects reporting tool)
- contributing to the development of all systems where related data may be held as part of the 'Big data' group within the Digital Directorate.

6. KEY RESULT AREAS (Key Result Areas convey **all potential** aspects of a job role. Key result areas will be further developed within the KSF outline with some being more relevant than others dependent on the current requirements for your role.)

- Provide high level of pro-active administrative support to senior management team, to answer queries in their absence, assist them in their advisory roles, and any innovative/research projects they are involved in.
- Assist with the development and regular review of the policies, procedures and practices operating within the Directorate. Evaluate equipment, techniques and procedures with the aim of improving efficiency and effectiveness.
- Project management support, where applicable. Planning and organising a variety of tasks, including the involvement in multiple projects and programmes of work and the contribution to the definition of project scope and setting of achievable project objectives
- Ensuring project management processes are adopted and where appropriate proposing changes in working practices.
- Monitors and reviews financial information for the department to ensure that they are consistent with guidelines and to make recommendations for efficiencies and service redesign as an ongoing job responsibility.
- Coordinate and contribute to the production of risk registers, operational plans, reports, communications, minutes, course evaluations, promotional materials and statistics.
- Where appropriate, support the development of updates for quarterly performance measures, securing agreement from accountable officer and input updates into IPPS.
- Audio/copy type correspondence and a range of other types of documents to the highest level of accuracy and efficiency and to create PowerPoint presentations as required.
- Respond to information requests as they arise. This will involve manipulation of complex data and a high degree of communication skills.
- Deal with all enquiries attached to their role processing them in accordance with the relevant procedures.
- Organisation and co-ordination of national educational events/conferences and meetings for the Directorate.
- Supervising the planning and organising of training courses, teaching programmes, workshops and/or public events which can include identifying requirements, arranging venues, speakers and programme, delivering presentations or leading workshops and

providing administrative support.

- Line management of staff as required. This involves day to day liaison and regular meetings to: plan and co-ordinate blocks of work; allocate responsibilities and activities; share information; offer advice and support; reallocate duties as required, and recruitment and selection processes as required.
- Support Line Manager by carrying out a supervisory role including Personal Review and Planning as delegated.
- Assist with the update, design and maintenance of relevant areas of the websites/intranet pages as required.
- Act as a conduit for all information relevant to role.
- Analyse the variety of datasets, ensuring the results are accurate, fit-for-purpose and presented to a high standard, including the interpretation of results.
- Ensure that data capture, storage and use comply with current legislation.
- Provision of pro-active administrative support, which may include literature searches and analysis and collation of research finding.
- Manage filing and storage systems; ensure that databases are up to date.
- Participate in working/project steering groups as required.
- To keep up to date with changes in legislation and organisational procedures.
- Support colleagues within the department sharing expertise where appropriate.

7a. EQUIPMENT AND MACHINERY

- A range of office, audio-visual and IT equipment
- Use of PC for everyday use
- Multi-function devices : scanners, copiers, printers, fax
- Telephone
- VC Facilities

7b. SYSTEMS

- Utilisation of current data and information systems relevant to role currently in use throughout the NES organisation.
- Regular use of complete MS Office suite of programmes
- Use IT as directed, maintaining confidentiality.

8. ASSIGNMENT AND REVIEW OF WORK

- The postholder will exercise discretion in prioritising, planning and organising own workload and will deal autonomously with tasks and priorities as they arise on a daily basis, while adhering to national and international deadlines.
- Manage day-to-day appointments/tasks/project objectives of relevant area as required negotiating often challenging /conflicting commitments.
- The postholder is expected to be self motivated and self starting and to be capable of acting on their own initiative in exploring priorities, communicating with stakeholders as required and deciding when it is necessary to refer to line management.
- Line management support is provided through regular meetings. A formal appraisal and

personal development plan is agreed annually, with input as appropriate by other senior staff that the postholder will be working with. Annual objectives are agreed and the postholder is responsible for ensuring delivery of these objectives. There will also be ad-hoc meetings with the line manager to discuss issues as they arise.

- The postholder may delegate work to 'Officers' supervising the work that they do.

9. DECISIONS AND JUDGEMENTS

- The postholder is required to demonstrate strong decision-making abilities and analytical skills in a range of complex situations where judgements may need to be taken in a variety of situations and where there is no clear cut answer but a range of available options and courses of action.
- There is a requirement to develop, implement and manage internal systems, policies and procedures to ensure these are organised effectively for all functions to enable the smooth running of the department and minimise risk.
- Participate in various steering and working groups to contribute towards the development of relevant policy and service improvement.
- There is a requirement to assess situations and identify the root cause of the problem, readily using theoretical and practical knowledge to think, gain and share information, solve problems and make decisions.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Due to diverse nature and wide range of activities undertaken concurrently, ability to manage own workload is essential. Workload requires continuous prioritisation to ensure accurate and timeous completion of tasks within tight timescales.
- Ability to analyse, interpret and effectively communicate complex information in order to inform appropriate judgements to be made/recommend a viable course of action.
- Keeping up to date with a wide range of work procedures and practices, the majority of which are non – routine, which require intermediate level theoretical knowledge. This knowledge is normally acquired through formal training, equivalent experience or personal research.
- Attending committees and meetings presenting complex information to support chair which may be contentious and difficult to understand.
- Ability to deal with sensitive and confidential issues in a fashion that merits empathy, tact, and professionalism.
- To gain an understanding of the diversity of project deliverables and how these deliverables are planned and achieved.

11. COMMUNICATIONS AND RELATIONSHIPS

- Excellent communication skills to communicate clearly, effectively and confidently with colleagues of all levels in the workplace, Scottish Government, other Boards and third sector organisations.
- Communicate, sometimes on behalf of senior management if required, on a range of topics, including complex, confidential and sensitive information
- Respond constructively to complex queries and complaints, taking full part in formal and

informal discussions, ensuring contributions meet the needs of the audience and asking questions to clarify understanding and persuading and influencing others in a way that builds team confidence

- Read and understand a range of texts, writing effectively for a range of contexts and situations
- Work with others towards achieving shared goals, learning from mistakes and being open to the opinions of others, receiving and giving constructive feedback
- Demonstrate honesty, integrity, care and compassion when dealing with others, taking the lead on promoting personal and group health and safety procedures
- Assess the root cause of problems, seeking and valuing the contributions of others and managing conflicting when appropriate
- Pro-actively raise concerns about the provision of services with supervisors and managers
- Understand your rights and responsibilities in the workplace including promoting equality of opportunity, valuing diversity and maintaining confidentiality, raising concerns relating to service provision with more senior staff
- Make best use of resources including time, to achieve agreed goals for service delivery, taking responsibility for own actions and self-development and providing effective team leadership
- View change as an opportunity and cope with uncertainty, assessing an minimising risk
- Foster and develop relationships across Directorates and develop joint working where possible.

12. PHYSICAL, MENTAL, EMOTIONAL & ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills

- Advanced keyboard/VDU use on a daily basis plus regular requirement to use computer software to develop and create reports.

Physical effort

- Occasional light physical effort - occasional light lifting of files and equipment such as laptops and projectors or, setting up displays etc when co-ordinating resources for events.

Mental effort

- Occasional requirement for prolonged concentration when developing reports/plans/business cases/training materials/briefing papers.
- Unpredictable workload often results in the postholder having to switch tasks to deal with urgent queries from staff, other departments and outside bodies. These can sometimes compete with regular deadlines, so therefore postholder may frequently be required to reassess priorities.

Emotional effort

- Constantly working under pressure to meet deadlines and manage workload due to nature of workload.
- With some line management responsibility there are often difficult communication issues, where firmness or empathy is required as well as mediation skills, e.g. discipline, illness, bereavement and poor performance.
- Dealing with staff at all levels in an appropriate way.

Working Conditions

- Continuous VDU use.
- Some travel.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Educated to degree level or equivalent experience.
- Demonstrable experience of providing high level administrative support to Senior Management.
- Experience of operating at a supervisory/senior level and working in a team delivering results.
- Advanced accurate typing skills.
- Time management skills.
- Presentation skills.
- Numeracy.
- Ability to operate high degrees of tact and diplomacy at all times.
- Organisational and planning skills.
- Ability to prioritise workload.
- Ability to work under pressure to achieve objectives and deliver within tight deadlines.
- High level of written and verbal communication skills, including report writing, presentation skills and the ability to deliver training.
- Well developed interpersonal skills.
- Advanced level of IT skills, including extensive experience of using Microsoft Access, Excel, Word and PowerPoint.
- Negotiating and influencing skills.
- Experience of maintaining computerised records and of producing reports and statistics.

14. 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:	Date:
Head of Department Signature:	Date:

BAND 5 Senior Adviser (Finance Analyst)

Essential Criteria – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

Desirable Criteria – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

Means of Assessment – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

Factors	Essential	Desirable	Means of Assessment
Key Leadership Behaviours	• Inspiring • Empowering • Adaptive • Collaborative • Engaged and Engaging		Application & Interview
Education and Professional Qualifications	• Educated to degree level or equivalent experience		Application & Pre-Employment checks
Experience/Training (including research if appropriate)	• Demonstrable financial and budgetary experience. • Extensive experience of using MS Excel for financial reporting and analysis. • Experience of maintaining computerised records and producing reports and statistics	• Experience of using eFinancials reporting tools including BOXI	Application & Interview

Specific Skills and Knowledge	• Excellent written and verbal communication skills • Strong interpersonal skills with the ability to build positive and effective relationships with colleagues and stakeholders at all levels • Ability to plan and organise a range of complex activities to achieve tight deadlines • Ability to respond constructively to complex queries and complaints • Strong decision-making abilities and analytical skills • Numerate • Excellent organisational skills • Good working knowledge of current legislation regarding the capture, storage and use of data • Excellent time management skills, including the ability to prioritise own workload effectively • Ability to demonstrate a high degree of tact and diplomacy at all times • Effective listener and strong negotiation skills • Self-motivated and capable of acting on own initiative • Ability to work under pressure to achieved objectives and deliver within tight deadlines • Team player • Committed to keep up with changes in legislation and organisational procedures		Application & Interview

FACTOR AND RATIONALE SHEET

Job title: HARMONISED (ANALYST) SENIOR ADVISER – BAND 5

	Factor	Rationale	Additional Information
1	**Communication & Relationship Skills**	Respond constructively to complex queries and complaints, clarifying understanding and persuading and influencing others/seeking and valuing the contributions of others and managing conflict when appropriate.	Initially each analyst will be attached to a specific business area. They will provide and receive complex information to/from both the business area and the Finance Manager. The post holder will need to be able to listen effectively and then persuade/negotiate an agreed solution.
2	**Knowledge, Training & Experience**	Educated to degree level/have a comprehensive, specialised, factual and theoretical knowledge within a field of work.	Requires understanding of all accounting principles including a basic knowledge of some of the more complex areas such as VAT and Capital. The post holder will be responsible for providing a first pass of the monthly management reporting pack to the Finance manager which is accurate and delivered in line with timetable. Required to quickly assimilate a working knowledge of key business activities across the business area they support.
3	**Analytical & Judgement Skills**	Demonstrate strong decision-making abilities and analytical skills in a variety of situations where judgements may need to be taken in a variety of situations and a range of options and course of actions decided.	There is a requirement for a significant amount of investigation and analysis, then deciding what action to take. Analysis of complex financial queries or discrepancies. There will be an element of root cause analysis to ensure the problem can be fixed at source for the future.
4	**Planning & Organisational Skills**	Responsible for scheduling their own workload delegating when required/good time management is essential to meet all deadlines/planning and organising a variety of tasks	Responsible for scheduling their own workload and reprioritising as new tasks are added whist still ensuring that all corporate reporting deadlines are met. Good time management is essential to meet all deadlines/planning and organising a variety of tasks.

5	**Physical Skills**	Advanced keyboard skills together with a degree of proven speed and accuracy	
6	**Patient/ Client Care**	No responsibility for patient/client care	
7	**Policy & Service Development**	Creation, development and regular review of the policies, procedures and practices operating within their Directorate.	Creation, development and regular review of the policies, procedures and practices operating within their Directorate.
8	**Financial & Physical Resources**	Careful use of communal equipment and facilities	
9	**Human Resources**	The post holder will have no line management responsibility but will, as part of the analysis they carry out, be checking the work carried out by members of the operational team.	
10	**Information Resources**	Sort information from a range of sources and record data accurately, analysing and producing reports and statistics	The post holder will be required to use computer software to create reports using formulae and to develop query reports for ad-hoc purposes. The provision of the initial operational plan reports combining large amounts of data from multiple sources is especially complex. On a monthly basis the master sheets used to monitor and control payroll costs and carry out variance analysis are challenging.
11	**R & D**	Undertakes surveys or audits as necessary to own work, may occasionally participate in R&D	
12	**Freedom to Act**	Expected to be self motivated and capable of acting on their own initiative. Work is managed rather than supervised in exploring priorities/communicating with stakeholders as required and deciding when it is necessary to refer to line management.	Expected to be self motivated and capable of acting on their own initiative. Work is managed rather than supervised. Postholder would be expected to refer queries to the Analyst team leader appropriately.

13	**Physical Effort**	The requirement to sit at a PC for long periods each day.	
14	**Mental Effort**	Frequent requirement for prolonged concentration	Frequent requirement for prolonged concentration. This role is fundamentally based on analysis – the majority of the work will involve checking detailed figures – checking coding is correct. Fundamental that this building block in the new structure gets the core data correct which the business decision making will be based on.
15	**Emotional Effort**	Exposure to distressing circumstances is rare	
16	**Working Conditions**	Long periods of VDU use on a daily basis	

CONDITIONS OF SERVICE

TITLE:	**Senior Adviser (Finance Analyst)**	**LOCATION:**	Edinburgh or Glasgow
REPORTING TO:	Analyst Manager- Finance		
GRADE:	Agenda for Change Band 5	**SALARY SCALE:**	£25,351 to £31,966 pro-rata per annum
HOURS AND DAYS OF WORK:	Part time-30 hours per week. Office opening hours are 0700 to 1900		
JOB STATUS:	Fixed term/ Secondment opportunity until March 2023.	**NOTICE PERIOD:**	4 weeks
ANNUAL HOLIDAYS:	27 days rising to 29 days after 5 years service, rising to 33 days after 10 years service	**PUBLIC HOLIDAYS:**	8 local/ Public Holidays per annum
REHABILITATION OF OFFENDERS CLASSIFICATION:	The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from Disclosure Scotland at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.		

SUPERANNUATION:
Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below;

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 and above	14.7%

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

Inspiring	Passionate about our strategic mission and about excellence; communicating purpose and vision with enthusiasm; innovative, and learning from success as well as setbacks
Empowering	Giving our teams space and authority to deliver outcomes; investing in learning and development; expecting top performance & dealing with occasions where this is not delivered; being approachable and open to constructive challenge
Adaptive	Respond flexibly to changing requirements and help others to do the same, recognising that required leadership and expertise may not always sit at the top of the hierarchy and actively encouraging good ideas/input from all levels.
Collaborative	Committed to working together, and across professional, clinical and organisational boundaries, internally and externally to achieve our objectives
Engaged & Engaging	Committed to our values, agreed ways of working and our strategic and operational direction; visible to stakeholders and to our teams; straightforward and honest in our communications