



Job Description

New job	
Significantly amended job	
Minor amendments from previous	Yes

Job title	Management Accountant	
Reports to	Lead Management Accountant	
Pay band	7	
Directorate	Finance	
Banding status (please tick one)	Indicative	A4C confirmed
		Yes
Hours per week	37.5	

Job summary (overview of role/remit)
<ul style="list-style-type: none">• Support budget holders on achieving best value for money from resources;• Support the annual budget setting process;• Prepare regular in year reports to budget holders;• To performance manage in year financial variances in line with the escalation policy;• To maintain the Trust chart of accounts and ESR work structures;• To prepare and publish the Finance Report.

Main duties and responsibilities (bullet points providing detail of responsibilities)
Budget Setting <ul style="list-style-type: none">• Manage the construction of budget by area and directorate;• Construct budgets using rota, establishment, activity and outturn information.• Co-ordinate the construction of budgets with budget holders, the Director of Finance and the Lead Management Accountant;• Manage the construction of budgets taking into account Directorate plans, forecast activity, outturn and forecast cost pressures;• The construction of budgets to be managed within the constraints of the Annual Plan and commissioning constraints;



- Manage budget holder's expectations plans and aspirations within constraints of the Annual Plan and commissioning.

Management of Budget

- Manage the construction of monthly financial information within set deadlines;
- Manage and construct detailed finance analysis for the Senior Finance Team and Trust Senior Management Team;
- Monitor expense, income and activity against budget. Advise Senior Management Team and Budget Holders on actions necessary to maintain break-even status;
- Manage with the Budget Holder any remedial action necessary to achieve break-even;
- Advise budget holders on any actions necessary and financial implications to maintain performance;
- Advise budget holders on 'best value'; maximum performance increase for each £1 spend.

Forecast

- Manage the construction of detailed forecast by area and Directorate;
- Interpret results, highlight risks and opportunities to Senior Finance Team and Budget Holders;
- Advise on actions to obtain break-even;
- Pull detailed forecast results together to deliver the Trust-wide forecast position.

Management of Resources

- Manage and develop the Assistant Management Accountants and management accounts assistants and department resources to achieve finance and trust objectives;
- Manage the Assistant Management Accountants and management accounts assistants tasks to achieve the following objectives: - Establishment Control, Rota System Costing, Payroll Checks, Chart of Accounts Maintenance, Service Improvement and Development Process, Data Management and Preparation;
- Manage system resources to achieve objectives; Establishment Control Data Base, Payroll Data Base, Oracle, Non PO and PO Accruals;
- Manage process to deadlines;
- Manage shifting and conflicting priorities.

Costing and Investment Appraisal

- Manage the investment appraisal process;
- Cost specific proposals for Budget Managers;
- Manage and advise on cost benefit on any proposed investment;
- Guide and manage budget managers through the investment process.



- Advise on priorities for investment;
- Advise and manage return on investment;
- Monitor and management of the tender process;
- Support and advise on Capital Plan investment process;
- Identify investment for pump priming;
- In all costing and investment appraisal advise Senior Managers to the highest professional standard.

Year End

- Manage the year-end financial process;
- Manage year end forecasts as necessary to accurately predict year end outturn;
- Develop forecasts by Budget Area, Directorate and pull them together at Final Trust Level, report to Senior Finance Team, making recommendations and taking actions to ensure a final break-even position for the Trust;
- In conjunction with the Senior Finance Team and Senior Members of Management manage revenue spend to ensure achievement of plan for the Trust whilst taking in to account Capital Spend implications;
- Support and advise Budget Managers to achieve break-even position by Directorate or Manage and advise Budget Managers to deliver agreed outturns to safe guard the outturn position for the Trust;
- Manage any Performance Improvement Plan, managing resources, with relevant Budget Managers and suppliers to complete plan within agreed timescales and Financial Year;
- Bring Year End Accounts for Income & Expenditure Account to final draft for review with Lead Management accountant;
- Manage and construct Analytical Review, Year End Working Paper and Audit file for Income & Expenditure.

Other Duties and Responsibilities

- Manage the Trusts committed reserve position reconcile monthly and report to Senior Finance Team on risks that call on reserve and opportunities and investments to be funded from it;
- Develop systems and procedures that increase effectiveness and efficiencies of finance and manage implications;
- Build relationships with Budget Managers, suppliers and Senior Trust Personnel to enable the Finance Directorate to achieve its objectives;
- Provide information support and advice for the reference costing process.
- Manage the Monitoring Return Process for Internal and External Returns. E.g. Stats, Eric, and activity;
- Manage support and advise on system and process developments with Shared Business Services and Plymouth Payroll Services;
- Provide manage and analysis any financial and other data to be included within



business cases;

- To treat everyone with whom you come into contact, with dignity and respect;
- Identify and take action when other people's behavior undermines Equality and Diversity.

Training

- Work within Finance Training Plan;
- Undertake continual Professional Development;
- Undertake specific professional course as necessary;
- Develop and Train Assistant Management Accountants.

Standard Role Requirements

Health and Safety

To take reasonable care for own health and safety and that of others who may be affected by the postholder's actions at work.

No smoking policy

The buildings, grounds and car parks owned or managed by the Trust are smoke-free zones and smoking is not permitted whilst on NHS/Trust premises; attending external meetings on behalf of the Trust; wearing NHS/Trust-identifiable clothing or other markings, or whilst in NHS/Trust vehicles.

Risk

To develop and implement robust systems for risk management across the areas of responsibility of the post. To be responsible and accountable for risk in these areas.

To be personally responsible for not undertaking any task or action which would knowingly cause risk to self, others, or to the Trust.

As far as is reasonably practicable, to prevent other people from undertaking tasks or actions which would knowingly cause risks to themselves, others, or to the Trust.

To identify and report actual or potential hazards/risks in the work environment in accordance with Trust policies.

To participate in briefing/training sessions and carry out any agreed control measures and duties as instructed.

Take immediate action to minimise risks where it is reasonably practicable to do so.

Records management, confidentiality and security of information



To adhere to Trust policies and procedures as directed in training and guidelines and as advised by relevant colleagues (including designated Local Records Manager) in relation to creating records and handling information. Undertake action as required to implement and comply with these policies and procedures. To report any non-compliance.

To maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1998, and records management guidance.

To maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis in accordance with the responsibilities of the Trust's Caldicott Guardian.

Infection control

Responsible for ensuring the effective implementation and monitoring of infection prevention and control in all areas within his/her area of responsibility to ensure continued compliance of the Trust with the Health Act 2006, Health and Social Care Act 2008 and any future Acts of Parliament regarding infection prevention and control. Adhere to the Infection Prevention and Control policy at all times, providing clear leadership and promotion of responsible attitudes towards infection prevention and control

Responsible for infection prevention and control within his/her area of responsibility, ensuring the effective implementation and monitoring of infection prevention and control under his/her control. Ensure infection prevention and control audits are undertaken in their area of responsibility, as requested by the Director with responsibility for infection prevention and control.

To ensure that relevant staff, contractors and other persons, whose normal duties are directly or indirectly concerned with patient care, receive suitable and sufficient training, information and supervision on the measures required to prevent and control risks of infection, so far as reasonably practicable.

Alcohol handrub must be carried at all times whilst in uniform; good hand hygiene must be maintained.

Responsible for including infection prevention and control within the managerial job descriptions and appraisals of all managers under his/her control.

Patient and public involvement

To be aware of responsibilities under sections 7 and 11 of the Health and Social Care Act 2001 to involve patients and the public in the ongoing planning, development and



delivery of health services, and to involve patients in their own care, as far as is reasonably practicable.

Person Specification

	Essential	Desirable
Education and qualifications	Qualified Accountant. Able to meet the requirements of the Knowledge and Skills Framework for their role.	Degree or Management Qualification
Previous experience (Paid/ Unpaid relevant to job)	Significant experience of working in the financial team of a large organisation. Including management accounting and financial accounting experience.	Management experience. Significant post qualification experience. National Health Service experience.
Skills, knowledge, ability	Excellent written, verbal, analytical and presentation skills. Good organisational skills. Ability to gain understanding of issues quickly. High levels of numeracy. Experience of Microsoft packages particularly spreadsheets. Experience of dealing with staff at all levels.	Leadership
Aptitude and personal characteristics	Work well under pressure to meet deadlines while maintaining quality. High level of commitment and enthusiasm. Ability to use own initiative to solve problems. Well organised. Committed to personal and professional development. Ability to interact with people from varying cultural backgrounds and social environments. Ability to develop effective working relationships with colleagues and the public.	



	<p>Able to promote equality and value diversity.</p> <p>Within the level of sick absence as set out in Trust Policy.</p> <p>Demonstrate a commitment and recognition to the core values and beliefs of an employee of the NHS</p> <p>Able to deliver on the NHS constitutional patient pledges and rights</p> <p>Committed to high quality patient care and patient experience</p> <p>Respectful to and able to promote equality in opportunity, employment and service delivery</p> <p>Committed to continuous professional development and personal growth</p> <p>Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing</p> <p>Able to work within the trust's attendance targets</p> <p>Ability to perform the requirements of the post to an acceptable standard</p> <p>Demonstrates a positive and flexible approach in line with the changing nature of the trust service delivery model</p> <p>Committed to the values based principles of high quality patient care to include; compassion; care; competence; communication; courage and commitment in all aspects of service delivery.</p>	
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