

Job Description

Job Title	Finance Assistant – Primary Care - Medical
Corporate Function	Finance
Band	5
Responsible to	Finance Officer – Primary Care - Medical
Accountable to	Finance Analyst – Primary Care - Medical
Hours	37.5
Location	TBC
Budgetary responsibility	
Manages	Primary Care finance budgets. Responsible for day to day work assigned to the team.
Direct reports	n/a
Indirect reports	n/a

Purpose and remit

The Lancashire and South Cumbria Integrated Care Board (ICB) was formally established as a new statutory body on 1 July 2022, replacing the eight clinical commissioning groups across Lancashire and South Cumbria.

Our role is to join up health and care services, improve people's health and wellbeing, and to make sure everyone has the same access to services and gets a positive experience from treatment. We also oversee how money and resource is utilised to ensure that funding is spent to ensure health services are effective, consistent and of high standard

Lancashire and South Cumbria ICB is a complex organisation serving a population of over 1.8 million people.

As finance assistant for the Primary Care medical finance team the postholder will work as part of a dynamic team in delivering an effective service supporting managers and staff across the team to ensure the delivery of high quality, safe services in line with national and sub national policy objectives.

A key requirement of this role is to support the Finance Officer to develop and deliver effective financial plans for all aspects of NHS contracts including Primary Care which support overall delivery of national and local priorities and work within available funding to support commissioning.

The post holder is a key member of the team whose overarching goal is to enable, promote and support the effective use of data, information,

knowledge and technology to improve, inform and support a portfolio of projects, services, and initiatives.

Key responsibilities

The role will be varied and will adapt over time as the ICB develops. The postholder is expected to fulfil the following key functions: -

- Provide high quality project, service, initiative and administrative support including information and analysis.
- Undertake reporting and analysis of information to support delivery.
- To assist the finance analyst in the provision of financial management and financial reporting to support the delivery of national and local priorities and outcomes both in the short and long term.
- Ensure financial information is processed timely, accurately and in accordance with procedures to support internal reporting to managers, directors, staff, and clinicians.
- Investigate queries accordingly.
- Monitoring the Primary Care Finance Team generic email inbox.
- Preparation of monthly payment schedules and uploading to the GP payments system.
- Reconciliation of GP pension contributions on a monthly basis for payment to the NHS Pensions Agency.
- Calculation of GP Locum claims for Sickness & Maternity cover.
- Investigate and respond to payment queries from GP practices.
- Ensure financial information is processed timely, accurately and in accordance with procedures to support internal reporting to managers and budget holders.
- Support the financial reporting and financial management of Primary Care Co-Commissioning

- Oversee the operational aspects of GP premises payments under the Premises Costs Directions (e.g. rent and rates reimbursements)

Key working relationships

The post holder will have regular contact with a wide range of staff at all levels within the ICB, with senior and other representatives of local stakeholders, as well as with patients and their representatives.

- Required to maintain constructive relationships with a broad range of stakeholders.
- Work with members of the team to develop and implement project data collection systems that will provide accurate and timely data.
- Communicate information and issues, including briefings and reports.

Key functional responsibilities

Project Management

- Undertake information/project analysis.
- Participate in relevant internal and external working groups/projects to provide information/analyst advice and support and to maintain data collection systems for its effective use by the team.
- Analyse and report on data and monitor the processing of data and information.
- Provides information to project lead on project and statistical information matters.

Financial and Physical Resources

- Support and inform the requirement and targeting of resources, monitoring spend, implementing and evaluating jobs and delivery of financial recovery/savings plans by providing high quality information and analysis.
- Contribute to the financial delivery of the agreed portfolio ensuring it is delivered on time.

People Management (as required)

- Provide training, advice and support on own area of responsibility where applicable.

- Support training and induction of staff.
- Supervises team on their day to day activities
- Participate in the recruitment processes

Information Management

- Carry out timely and accurate information analysis and reporting on agreed areas of portfolio and present findings in an agreed manner.
- Develop and maintain databases required for the role and/or department programme.
- Maintain administrative and information resources.
- Contribute to effective information management within the team.

Research and Development

- Undertake auditing of projects, services and initiatives.
- Carry out web based and publications research.
- Actively supports and contributes to the development of key performance indicators for the successful assessment of performance.

Planning and Organisation

- Support implementation of project, service, initiative through timely and relevant information analysis and administrative support, in accordance with the agreed priorities of the team.
- Plan and organise meetings or events and assist in the diary management requirements of individuals in connection with portfolio of work.

Policy and Service Development

- Propose changes to own project, service, and initiative work, informing policy and making recommendations for more effective delivery.
- Contribute to the review and development of existing project information management systems and contribute to the development of an integrated approach to project management.
- Authorised signatory for travel arrangements and meeting expenses.

Key Job Specifics and Responsibilities

Improving quality and outcomes

- To provide effective financial support and advice to managers in the local area which supports the delivery of national and local priorities and outcomes both in the short and long term.
- To work collaboratively across Lancashire & South Cumbria ICS.

Enabling patient and public involvement

- To act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of Lancashire and South Cumbria ICS.
- To ensure all public and patient contact with the office is of the highest professional standard.
- To embed patient and public involvement within the ICB at all levels of decision making.

Promoting equality and reducing inequalities

- To uphold organisational policies and principles on the promotion of equality.
- To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality.

Partnership and cross boundary working

- To provide cross cover for colleagues as appropriate e.g. to cover sickness and holidays
- To work in partnership with others and as part of cross directorate teams to deliver successful outcomes.

Leadership for transformational change

- To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across the Directorate.

Developing an excellent organisation

- To ensure the health, safety and wellbeing of all staff within the department.
- To ensure compliance with all confidentiality and governance requirements within the department.

General Duties

- Act corporately as a member of the ICBs operational finance team and to take a shared responsibility for the development of strategy, effectiveness, values and the culture of the directorate across the full range of its responsibilities and services. Taking responsibility for delivery and implementation where required.
- Attendance at meetings in own right and deputise for the finance officer as required.
- Contribute to the development and embedding of the vision, aims and business objectives of the ICB.
- Ensure that the organisation values diversity and promotes equality and inclusivity in all aspects of their business

The main duties and responsibilities described above are not exhaustive and the post holder expected to take on other responsibilities or specific tasks as required as requested

Further, over time it is likely the remit and requirements of the role will evolve, and the post holder will be required to adjust their working approach and style to accommodate this with the full support of line managers.

Person specification

	ESSENTIAL	DESIRABLE
Experience	<p>Knowledge of administrative procedures, project management or information analysis.</p> <p>Knowledge of project principles.</p> <p>Commitment to continuing professional development</p>	<p>Previously worked in similar position within the public sector.</p>
Qualifications	<p>The postholder should ideally be working towards a recognised financial qualification.</p> <p>Educated to degree level in a relevant subject or equivalent level of qualification or significant equivalent previous proven experience.</p>	<p>AAT qualified or equivalent</p>
Skills	<p>Excellent time management skills with the ability to re-prioritise.</p> <p>Skills for communication on complex information and administrative matters, requiring developed interpersonal and oral/ written communication skills.</p> <p>Ability to pull together comprehensive draft reports, data and letters.</p> <p>Negotiating, networking and persuasive skills.</p> <p>Excellent time management skills with the ability to re-prioritise.</p> <p>Project management skills. Skills for manipulating information.</p> <p>Advanced keyboard skills, use of a range of software.</p> <p>Ability to work without supervision.</p> <p>Able to work on own initiative, organising and prioritising own and others workloads to</p>	

	changing and often tight deadlines.	
Values and Behaviours	<p>Commitment to and focused on quality, promotes high standards in all they do.</p> <p>Able to make a connection between their work and the benefit to patients and the public.</p> <p>Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients.</p> <p>Values diversity and difference operates with integrity and openness.</p> <p>Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others.</p> <p>Consistently looks to improve what they do, look for successful tried and tested ways of working, and also seeks out innovation.</p> <p>Actively develops themselves and supports others to do the same.</p> <p>Understanding of and commitment to equality of opportunity and good working relationships.</p> <p>Professional, calm and efficient manner.</p>	
Other	An ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection	

Effort, skills and working conditions

Physical skills	<ul style="list-style-type: none"> Office environment; Standard keyboard skills
Physical effort	<ul style="list-style-type: none"> Office environment; required to undertaking typing reports sitting / standing to give presentations

Mental effort	<ul style="list-style-type: none"> • Need to meet deadlines and deal with complex issues, prominent level of concentration required to produce documents on a regular basis. Intellectually demanding role commensurate with pay banding • The position involves unplanned interruptions • The work is unpredictable, and the post holder may have to adapt to change in a short time and be able to deliver outcomes
Emotional effort	<ul style="list-style-type: none"> • Need to challenge assertively across all on a regular basis • Emotionally demanding role commensurate with pay banding • The post holder must be able to work successfully under pressure of time and resources
Working conditions	<ul style="list-style-type: none"> • Office environment; cross-site travel, across Lancashire and South Cumbria and beyond • VDU use on a regular basis

Supplementary Duties & Responsibilities

- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the ICB performance and development review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the ICB.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all ICB policies and procedures.
- The post holder shall as necessary, provide cover for and undertake duties of absent colleagues.

Information Governance, Data Protection & Confidentiality

All staff are expected to ensure the confidentiality and security of all information that is dealt with while performing your duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott;

Health & Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during work and co-operate with the ICB and others in meeting statutory regulations.

Risk Management

You are required to contribute to the control of risk and use the incident reporting system to alert the ICB of incidents or near misses that may compromise the quality of services.

Infection Control

All staff have a duty to comply with policies and guidelines in relation to Infection Prevention and Control.

Equality & Diversity

The ICB is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As an ICB we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the ICB is different and so should be treated in ways that are consistent with their needs and preferences.

We passionately believe that it makes good business sense to have a workforce representative of the communities we serve and so welcome and encourage applications from all sections of the community.

Safeguarding Children and Adults

The ICB has a zero-tolerance approach to the abuse of children, young people, and vulnerable adults. All staff must ensure they adhere to the ICBs (Integrated Care Board) safeguarding children and adults' policy and comply with the Local Safeguarding Children and Adult Board procedures

Codes of Conduct and Accountability

You are required to comply with codes of conduct and accountability and any relevant codes of conduct dependent on profession (e.g., N&M/NHS Managers/Allied Health Profession etc).

External Interests

Each member of the ICB's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a conflict of interest.

Notes

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their manager.