

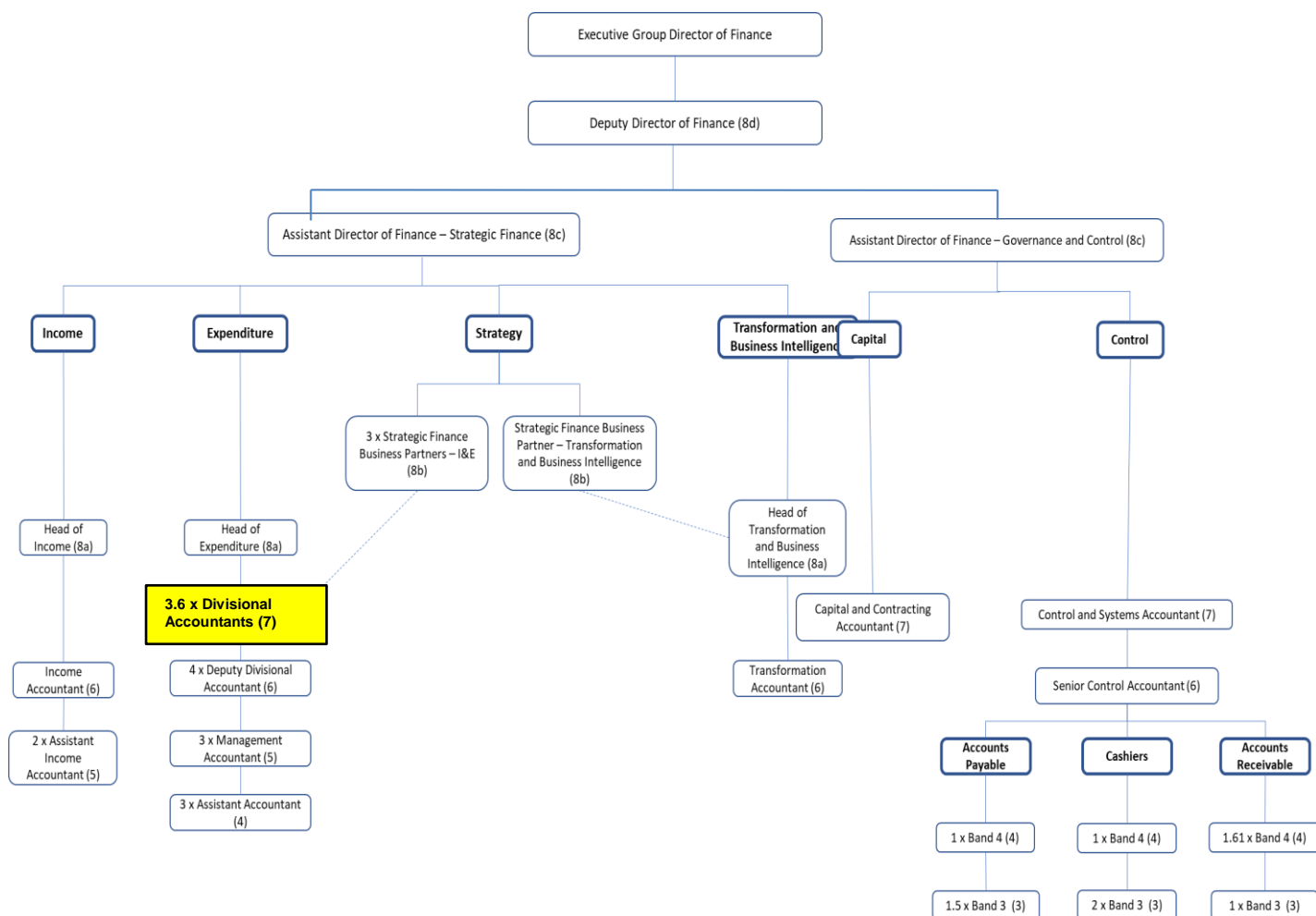
Job Description

Job Details	
Job Title:	Divisional Accountant
Directorate:	Finance
Department/Ward:	Financial Management
Location:	Bensham Hospital, Gateshead / Agile Home Working
Pay Band:	7

Main Purpose of the Job
<ul style="list-style-type: none"> • To provide a high-quality financial management service and deputising when necessary for the Head of Financial Management. • To work closely with the Divisional Operational Management Team, providing timely and accurate financial and supporting information and advice to facilitate the effective monitoring of Divisional and Departmental financial positions. • To work with the Senior Finance Team to ensure that annual I&E budgets are prepared in a timely manner ensuring that they meet the Trust's financial and clinical objectives. • Preparation of the monthly financial position, including budget monitoring, forecasting and variance analysis. • To represent the Finance department at key meetings and deputise as and when required. • Line management of the Deputy Divisional Accountant, Management Accountant and Assistant Accountant. • Responsible for the investigation of, and response to, complex financial enquiries from both internal and external stakeholders. • To ensure that financial controls are maintained within SFI's and governance guidelines. • Assistance in the production of Budget Management Training and the delivering of training to budget holders. • Contribute to the general development of the Management Accounting and Finance function. • To undertake any other duties as appropriate to the role.

Dimensions
<p><i>eg Number of staff managed/budgetary responsibilities</i></p> <ul style="list-style-type: none"> • Trust turnover 2020/21 = £349m • Divisional portfolio • Line management responsibility for up to four members of staff

Organisation Chart



Communications and Relationships

Please specify information being communicated and the level of complexity entailed and to whom, the skills required to motivate, negotiate, persuade, and empathise, breaking bad news sensitively and provide reassurance.

Internally with

- Executive group Director of Finance, Deputy Finance Director, Assistant Director of Finance and all other finance staff
- Executive Directors, Operational Directors and Departmental Managers.
- Other Senior and Ward Managers
- Internal Audit
- Other Trust staff in receipt of training/education

Externally with

- Finance staff at other NHS organisations
- Finance staff at Universities
- External Audit
- Payroll Agency

Knowledge, Skills, Training and Experience

Please include theoretical, practical, professional, special knowledge etc, required to fulfil the job satisfactorily at entry level. Please include educational level normally expected or equivalent level of practical experience.

- A good level of education in a numerate subject
- Professional accountancy (CCAB) qualification (or equivalent experience)
- A detailed understanding of accounting procedures
- Substantial experience in the Finance department of a complex organisation, including staff management / supervisory responsibilities
- Demonstratable experience in management accounting is essential, including the ability to provide detailed guidance and advice to finance and non-finance managers.
- Able to work independently and as part of a team to ensure strict deadlines are adhered to
- A good working knowledge of financial computer systems
- Knowledge of the National Health Service and NHS Trusts in particular – including the financial framework in which Trusts operate and budgetary control techniques
- Able to work independently and as part of a team to ensure deadlines are met.
- Able to communicate information to a range of different audiences using a range of different communication methods
- Flexible approach required to fulfil the duties in an environment with ever changing and/or conflicting priorities
- Evidence of Continuing Professional Development (CPD)

Analytical and Judgemental Skills
<i>Please include analytical & judgemental skills required for the post e.g. making judgements in situations where information is either difficult to obtain / understand or medical notes/information on history is unavailable.</i>
<ul style="list-style-type: none"> • Good analytical skills, including the interpretation of complex data for management information • Ability to identify areas of improvement in producing the financial position

Planning and Organisational Skills
<i>Examples include; planning or organising clinical or non-clinical services, departments, rotas, meetings, conferences and for strategic planning.</i>
<ul style="list-style-type: none"> • Will be required to organise/plan own day-to-day activities to ensure that weekly, monthly, quarterly and annual financial timetables are met • Ability to coordinate the workload of the Deputy Divisional Accountant, Management Accountant and Assistant Management Accountant having the ability to delegate tasks and motivate staff • Responsible for the planning and organisation of the delivery and performance of high quality financial management to a designated range of budget holders.

Physical Skills (manual dexterity)
<i>Examples Include: hand-eye co-ordination, sensory skills, (sight, hearing, touch, taste, smell etc), dexterity, manipulation, speed and accuracy, keyboard and driving skills.</i>
<ul style="list-style-type: none"> • Extensive experience and use of IT required

Patient/Client care:
<i>Please specify the level of involvement in the provision of care to patients/clients and including how responsibility is shared with others.</i>
<ul style="list-style-type: none"> • There is no direct responsibility for patient care

Policy and Service Development:
<i>Level of involvement in the implementation of policy and contribution to the decision making process both within own department and other functions.</i>
<ul style="list-style-type: none"> • Expected to continually review working practices and procedures in order to propose changes to standard procedures in own area whilst remaining within statutory guidelines and legislation • Implements policy/procedural changes within own work area

Financial and Physical Resources e.g. budget, stock and equipment:
<i>Responsibility for cash, budgets, and physical assets, vehicles, plant and machinery including the security of equipment.</i>
<ul style="list-style-type: none"> • Contributes to the production and monitoring of detailed Divisional and/or Departmental pay and non-pay expenditure and non-patient care income budgets

Human Resources
<i>Responsibilities of the job for the training and development of employees/students/trainees. In addition responsibility for the operational management of staff such as recruitment, discipline, appraisal, and career development.</i>
<ul style="list-style-type: none"> • Full line management responsibility for the divisional finance team including, but not limited to: <ul style="list-style-type: none"> ○ Performance management ○ Staff appraisals ○ Recruitment and selection ○ Career and personal development ○ Managing workload ○ Managing sickness absence, disciplinary and grievance matters

Information Resources:
<i>Level of responsibility for either paper based or computerized records and systems, responsibility for information systems both hardware and software, plus the generation and creation of information</i>
<ul style="list-style-type: none"> • Records accurate data and information to ensure quality standards are met • Monitors the quality of information processed to ensure appropriate quality standards are met • Uses the computerised financial ledger, spreadsheets, and databases on a daily basis to produce and process information and summary financial reports • Sets up and maintains complex spreadsheets and databases as required to enable analysis and interpretation of financial information • Responsible for ensuring information is held and dealt with in the department in line with the Trust's Information Governance Toolkit

Research and Development:
<i>Responsibility for informal or formal clinical or non-clinical R & D including audit.</i>
<ul style="list-style-type: none"> • Assists in reviewing and assessing working practices in order to improve financial and accounting services

Freedom to Act
<i>Please specify the level of autonomy and accountability, the level of discretion in the role and where guidance is available from e.g. supervisor, departmental procedures / NHS Guidance/legislation.</i>
<ul style="list-style-type: none"> • Works with a degree of autonomy in line with the Trust's Standing Financial Instructions & Standing Orders, departmental policies and procedures, and overall objectives agreed with the Divisional Accountant • Required to interpret and implement guidance from the relevant professional accounting body, generally accepted accounting principles and other guidance, and to brief other senior staff on the implications

Physical Effort
<i>Please describe activities, frequency and the degree of effort required</i>
<ul style="list-style-type: none"> • Required to perform light physical tasks in keeping with an office environment

Mental Effort
<i>Please describe the scope, circumstances and frequency of concentration & interruptions</i>
<ul style="list-style-type: none"> • Frequently required to show high levels of concentration in the performance of regular tasks, such as reconciling information and dealing with queries. • Regularly required to undertake long periods of intense concentration when analysing complex financial information and preparing financial returns and reports. This will also involve long periods of work on VDUs. • Work is also likely to involve frequent switching between tasks and interruptions due to incoming queries and changing priorities.

Emotional Effort
<i>Please describe the exposure, frequency and involvement in distressing or emotional situations</i>
<ul style="list-style-type: none"> • The post holder will occasionally be exposed to distressing or emotional circumstances as a result of dealing with staff performance and disciplinary issues

Working Conditions
<i>Please describe the type and extent of exposure to unpleasant working conditions/hazards</i>
<ul style="list-style-type: none"> • Rarely exposed to unpleasant working conditions but required to use VDU for much of the working day. Standard office conditions apply

CONTROL OF INFECTION

All Trust staff have a duty to provide a safe environment by considering adherence to infection prevention and control as an integral part of their roles and responsibilities. The individual roles and responsibilities for staff are outlined in the Trust's Control of Infection policy (IC 1). There should be specific discussion of control of infection within the KSF/Appraisal process and as a minimum all staff must demonstrate good hand hygiene and practice and support the Clean Your Hands Campaign.

PRIVACY & DIGNITY & RESPECT AND EQUALITY OF OPPORTUNITY

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behavior.

PROFESSIONAL CODE OF CONDUCT (IF APPROPRIATE)

To abide by the Code of Practice of Professional body as published by the relevant regulatory body (if appropriate).

CODE OF CONDUCT FOR SENIOR MANAGERS (IF APPROPRIATE)

To adhere to the Code of Conduct for NHS Senior Managers.

Signed:	(Job Holder)
Date:	

Signed:	(Manager/Head of Service)
Date:	

Note to Managers: - Please complete this form clearly, providing as much information as possible to candidates.

Risk Assessment Indicators for the post

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Manual Handling Operations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Dust, Dirt, Smells	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Chemicals, Fumes or Gasses (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Patient Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Babies/Children Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Food handling / Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	Fork Lift Truck Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	User of Display Screen Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12.	Infestation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14.	Excessive Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Excessive Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	Inclement weather	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17.	Radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18.	Laser Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19.	Working at Heights over 2 metres	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20.	Confined Spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21.	Vibration i.e. Power Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22.	Using machinery with moving/exposed parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23.	Shift work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24.	Use of latex products	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25.	Physical violence / aggression	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26.	Any other hazards please specify	<input type="checkbox"/>	<input checked="" type="checkbox"/>
27.	Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If any hazard is identified above please give details below.

Hazards Identified:-

*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.