

**Deputy Business Accountant
JOB DESCRIPTION**

Job Title:	Assistant Business Accountant
AfC Band:	Band 5
Directorate/Service:	Finance, Salford Care Organisation
Accountable To:	<i>Business Accountant</i>
Responsible To:	Divisional Accountant
Base Location:	Turnpike House
On-Call Requirement:	No
AfC Job Code:	N/A

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

To ensure financial information is processed in accordance with procedures, in order to provide monthly reports, through completion of own work and through liaison with other colleagues within the Integrated Care Division.

To investigate complex financial enquiries, providing assistance and advice as required.

Responsible for producing relevant, timely and accurate reports to budget holders; including identifying trends, the reasons for variances from forecasted income & expenditure & options to improve the position and providing reliable predictions for the year.

Assisting with the assessment of the full financial implications of proposals and their affordability within the overall resources identified.

To support the development of the Divisions' Team and its operational work streams and undertaking ad-hoc tasks as required.

Key Roles and responsibilities

Communications and Relationships

The post covers a wide remit managing complex and sensitive aspects of financial work within the organisation and involves working with other professionals at a senior level both within the organisation and externally

The post-holder will need to establish effective communication mechanisms to communicate highly complex information effectively at all levels of the organisation

The post-holder will provide advice on complex financial issues to non-financial managers and must have effective communication and influencing skills to present complex information

To advise senior budget holders in respect of key areas of financial management and influence the use of strategies and actions in the management of resources within the Division.

Analytical and Judgmental Skills

To analyse and interpret the financial performance of the Division vision.

To provide forecasts of likely expenditure, identifying options for management action where costs are likely to exceed budget. This will need to be explicit on the impact these options may have on the achievement of other service targets.

Liaise regularly with the external accounts payable department to:

- Ensure all information on purchase ledger supplier accounts is up to date and accurate
- Ensure payments are processed following the correct approval process and ensuring all necessary forms are documented and recorded accurately
- Working with Budget Holders to ensure new members of the team are setup on the finance systems currently used by the trust in order to approve invoices and E-Procurement to approve and order items
- Working closely with Budget Holders to ensure all invoices within the system are coded to the correct cost centre within the Chart of Accounts prior to dissemination to budget holders for approval

Planning and Organisational Skills

To monitor achievement of plans and identify any deviation from plans; supporting the development of a range of options to deal with any such deviation through new business cases.

Updates existing procedures as required.

Physical Skills

Require good keyboard skills, with excellent knowledge in the use of integrated financial systems and spreadsheets to assist the inputting, manipulation and extraction of data from various systems and packages.

Responsibility for Financial & Physical Resources

The finance tasks involved with this role include:

- A) Become familiar with management accounting techniques, policies, procedures and routines and be expected to comply with all Trust policies, Standing Orders and Standing Financial Instructions with the minimum of supervision.
- B) Ensure that all entries into the financial systems within the Trust are correctly coded and authorised appropriately.
- C) Calculate and prepare recharges of expenditure to external bodies.
- D) Calculate accruals and prepayments within strict deadlines for all periodic payments ensuring accurate records are maintained.
- E) Complete, calculate and process of income and expenditure journals in accordance with the reporting timetable.
- F) Complete, calculate and input of budget journals into the Finance system in line with the agreed procedure
- G) Analyse income and expenditure, identifying, investigating and reporting the reasons for any variances.
- H) To contribute to the business planning and budget setting process, and to provide the ongoing and regular financial monitoring information and advice needed to support the effective management of these resources.
- I) To contribute to the production of budget statements for budget holders within the division and to monitor costs and to ensure budgets are updated when necessary.
- J) Contribute towards the preparation of ad-hoc financial returns as appropriate.
- K) Continually develop, introduce and improve the systems to assist financial management, monitoring and reporting.

Responsibility for Policy/Service Development

Proposes changes to own project/function, informing policy and making recommendations for other projects delivery

Responsibility for Human Resources

Assist the Finance Team in the training and development of the Divisional Team staff with respect to financial management.

Responsibility for Information Resources

Frequently required to use software to allow financial monitoring and reporting using advanced skills in a variety of computer packages

Responsible for continuous monitoring and analysing of information against quality standards

Freedom to Act

Works within policies and procedures, work is managed rather than supervised.

Working Conditions

Works with and exposure to a computer VDU for more than 4 hours each and every day.

Standard office environment with some lifting and manual handling.

Takes care of their own safety and others who may be affected by their actions or omissions. Adhere to NCA and department health and safety policies and use any equipment in accordance with the operating instructions.

Health and Safety

General duty of care for health & safety (H&S) in the normal course of the role.

Implement National, Group and Departmental H&S policies.

Responsible for ensuring appropriate working environment for all staff in accordance with H&S regulations using risk assessment framework.

Responsible for taking appropriate action to manage risks identified through adverse incident reporting.

Ensure all staff are adequately trained in the use of chemicals, equipment and bio-hazardous materials as applicable.

You are accountable for the effective deployment of activities that ensure that your department is reducing hospital acquired infection.

You will ensure that you and your staff comply with the NCA's policies on infection, prevention and control.

You will ensure that you and your staff receive the training required to maintain competence to execute the NCAs policies on infection, prevention and control.

You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager.

General

Due to the Trust's commitment to continuous improvement, it is likely that the post will evolve over time. These duties will be subject to regular appraisal and any amendments will be made in consultation and agreement with the post holder.

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role.

Code of Conduct

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

PERSON SPECIFICATION

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AfC Band:	Band 5

	Specification	Essential / Desirable	Evidence
Essential Qualifications	<p>Certificate level / AAT member or equivalent experience.</p> <p>Experience of financial management, working in a medium to large multi-disciplined Organisation</p> <p>Management Accounting Experience</p> <p>Educated to Degree level or equivalent qualification/ experience</p>	<p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Desirable</i></p>	<i>Certificate/ Interview</i>
Knowledge, Skills and Experience	<p>Experience within NHS</p> <p>Knowledge of General ledger systems</p> <p>Evidence of continuing professional development</p> <p>Experience and expertise in a range of accounting areas.</p> <p>Experience of developing systems or implementing policies and procedures to meet and improve services.</p> <p>Experience of developing and monitoring budgets for external departments, services or programmes.</p> <p>Experience of maintaining, reporting and keeping accurate records consistent with</p>	<p><i>Desirable</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p>	<i>Application / Interview</i>

	<p>legislation, policies and procedures.</p> <p>Ability to successfully develop and monitor budgets for external departments, services or programmes.</p> <p>Ability to prepare financial plans of service provision contributing to the medium term financial strategy.</p>	<p><i>Essential</i></p> <p><i>Essential</i></p>	
Communication Skills	<p>Ability to provide excellent oral and written communications, encouraging effective participation.</p> <p>Ability to work with all levels of staff providing accurate advice and support of budgeting procedures</p>	<p><i>Essential</i></p> <p><i>Essential</i></p>	<i>Application / Interview</i>
Analytical Skills	<p>Ability to analyze financial data, and to investigate and resolve complex financial queries and discrepancies</p>	<i>Essential</i>	<i>Application / Interview</i>
Other Skills	<p>An ability to maintain confidentiality and trust</p> <p>Used to working in a busy environment</p> <p>Adaptability, flexibility and ability to cope with uncertainty and change</p> <p>Commitment to continuing professional development</p> <p>Professional calm and efficient manner</p> <p>Effective organizer</p> <p>Demonstrate a strong desire to improve performance and make</p>	<p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p> <p><i>Essential</i></p>	<i>Interview</i>

	a difference by focusing on goals.		
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Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation • advancing equality of opportunity between people who share a protected characteristic and those who don't • fostering good relations between people who share a relevant protected characteristic and those who don't • understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct
<p>Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.</p>
Leadership and Development
<p>We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.</p> <p>As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.</p>
Flexibility
<p>This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.</p>