

JOB DESCRIPTION

Assistant Business Support and Costing Accountant

Reviewed
October 2023

LINCOLNSHIRE PARTNERSHIP NHS FOUNDATION TRUST

Job Description

<p>1. Job Details</p> <p>Job Title: Assistant Business Support and Costing Accountant</p> <p>Pay Band: Band 5</p> <p>Reports to (Title): Head of Costing</p> <p>Accountable to (Title): Head of Operational Finance – Planning and Costing</p> <p>Location/Site/Base: Unit 9, The Point, Sleaford, Lincolnshire</p>
<p>2. Job Purpose</p> <p>To be an integral part of the Finance department through supporting the Operational Finance team in the detailed understanding and reporting of financial transactions of the Trust.</p> <p>3. Nature of the Service</p> <p>This is a Corporate based post providing financial support to Trust managers, working on the production of finance reports and other financial analysis.</p>
<p>4. Organisation Chart</p> <pre> graph TD HFM[Head of Financial Management 8B] --> HOPC[Head of Operational Finance - Planning and Costing B8A] HFM --> HOFB[Head of Operational Finance - Reporting B8A] HOPC --> HC[Head of Costing B7] HOPC --> BSC[Business Support Accountant B6 - Corporate] HOPC --> BSM[Business Support Accountant B6 - Medical & Estates] HOPC --> BSO[Business Support Accountant B6 - Old People & Frailty] HOFB --> BSA[Business Support Accountant B6 - Adult Community Mental Health Services] HOFB --> BSS[Business Support Accountant B6 - Specialist Service] HOFB --> BSI[Business Support Accountant B6 - Adult IP & Urgent Care] HC --> ABSB[Assistant Business Support & Costing Accountant B5] BSM --> FA[Finance Assistant B3] BSA --> ABSB2[Assistant Business Support Accountant B5] BSS --> ABSB3[Assistant Business Support Accountant B5] BSI --> FA2[Finance Apprentice Band 2] </pre> <p>Support roles working across the financial management team</p>
<p>5. Duties</p> <p>Financial reporting and business partnering</p> <ul style="list-style-type: none"> Support and be involved in the production of timely, accurate and reliable financial information in line with the month end and annual reporting processes. Provide analysis of significant YTD variances and key drivers of divisional financial performance, whilst ensuring a detailed review of transactions is carried out to inform the accurate forecasting of future transactions of both the Trust's Income & Expenditure and Statement of Financial Position accounts. Work alongside the Business Support Accountants to ensure that established budgets accurately reflect the financial plans submitted to the Trust's independent regulator, whilst

ensuring that managers are able to understand and use the budgets to effectively manage services.

- To assist the Business Support Accountants in providing service managers with financial management support, including analysing variances, forecasting income, expenditure and working capital transactions and ensuring that service managers fully understand the financial performance of their services.
- Support the Business Support Accountants in enhancing the financial understanding and awareness of service managers and non finance staff through working within service teams to provide advice and guidance.
- Support in the monitoring and reporting of the Trust's efficiency schemes through providing financial advice to managers to ensure that efficiencies generated are achievable, closely monitored and remain in line with plans.
- Provide service managers with ad hoc financial support including, but not limited to, analysis and explanation of budget reports, budget virements and skill mix calculations etc.
- Support in the production and financial appraisal of business cases working closely with service managers to ensure costs proposed are supported by accurate information and assumptions to ensure decision making bodies are presented with sufficient financial information to make a clear and informed decision on proposals.
- Support the operational finance team in completing the agreement of balances exercise ensuring that all transactions on the financial ledger system are reported and agreed upon by counter parties.
- Work closely with the finance team to ensure maintenance of the integrity and accuracy of financial reports alongside developing financial information produced to meet the evolving needs of clinical /service managers.

Costing

- To support the Head of Costing in the production of Patient Level Information and Costing System (PLICS) and Service Line Reporting (SLR), ensuring that the Trust's mandatory national returns are submitted accurately in accordance with national guidance and timescales.
- To work with clinical/service managers to develop and agree cost apportionment methods to be used within PLICS and SLR reporting, ensuring these are refreshed periodically as required.
- To support the Head of Costing in the use and management of data held within the Trust's financial costing system, and the production of reports, dashboards and management tools utilising information from the costing system.
- To provide support to clinical and service managers in the understanding and use of costing information, participating in meetings and answering queries as required.

General

- Work alongside department peers to enhance and develop internal financial systems.
- Deputise for the departments Business Support Accountants and Head of Costing as required.
- Any other duties commensurate with the grading of the post.

6. Skills Required for the Post

Communication and relationship skills

- Ability to discuss and resolve financial queries, which are often complex and sensitive, with staff, suppliers and customers
- Ability to liaise with non-financial staff and budget holders to provide clear accounting support, financial guidance and training to enable accurate reporting and forecasting.
- Ability to contribute to internal departmental groups and support the Business Accountants during regular reporting meetings with operational divisions.

Analytical and judgment skills

- Ability to use complex facts or situations for analysis, interpretation and comparison of a range of options

- Ability to use problem solving and lateral thinking to ensure options have been compared and considered
- Ability to make decisions involving information, some of which may require formulation and analysis.
- Ability and willingness to develop new skills quickly.
- A commitment to team working, flexibility of approach and high standards of work.

Planning and organisational skills

- Ability to plan and organise tasks, some on-going that may require adjustment and reprioritisation.
- Ability to participate effectively in teams whilst maintaining the ability to work alone.

Physical skills

- Standard keyboard skills obtained through experience and training are required. Example include the use of shortcuts for office based applications to enhance efficient working practices.

7. Responsibilities of the Post Holder

Responsibilities for direct/indirect patient care

- The role involves limited contact with patients, although meetings with clinical managers and other external leads may be required within clinical and patient areas.

Responsibilities for policy and service development implementation

- The role involves periodic input into internal Trust financial policies, as well as departmental policies regarding workflows and working practices. For example the role will be required to work with colleagues to continually develop and improve processes within the finance department.

Responsibilities for financial and physical resources

- The role involves monitoring income and expenditure against budgets for a range of services across the Trust. This requires advising managers regarding the use of Trust resources and impacts to the wider Trust. The role also contributes to the formulation of future year budgets and financial planning.

Responsibilities for human resources (including training)

- The role is required to provide some elements of financial training to non-finance colleagues.

Responsibilities for information resources

- The role will work with the financial ledger system and Microsoft Office software with the use of formulae, tables and formatting.

Responsibilities for research and development

- The role may involve assisting with audits and returns as required. Completion of periodic Trust surveys will also help shape the development of the Trust.

8. Freedom to Act

The role requires the post holder to work pro-actively on their own initiative and to support the department as required.

The role requires the post holder to work independently with initial guidance and take action based on their own interpretation of organisational and occupational policies, national policy and regulations.

The role requires the post holder to review and reprioritise workload in line with an unforeseen changes and revised departmental priorities.

9. Effort & Environment

Physical effort

- The role requires the need for sitting at an office desk for the majority of the working day.

Mental effort

- The role demands the frequent requirement for prolonged concentration, particularly around the month end reporting process where the workload can be unpredictable.
- There is a regular requirement to prioritise a range of conflicting tasks, often at short notice.

Emotional effort

- The roles exposure to distressing or emotional circumstances will be rare.

Working conditions

- The role requires the use of visual display units for the majority of the working day.

10. Equality and Diversity

All staff through their behaviours and actions will ensure that our services and employment practices are respectful of individual needs and differences including those characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation).

11. General

You must uphold the Trust's Purpose, Vision and Values:

Our Vision- To support people to live well in their communities.

Values

Compassion- Acting with kindness

Pride- Being passionate about what we do

Integrity- Leading by example

Valuing everybody- Using an inclusive approach

Innovation- Aspiring for excellence in all we do

Behaviours

Treating people with respect, showing empathy and a desire to be helpful.
Paying attention to others and listening to them.
Responding appropriately, being mindful of the language we use to do this.

Challenging poor practise.
Being a patient and carer advocate.
Recognising and praising good care.

Doing what I say I am going to do.
Being honest.
Taking responsibility for my actions.

Supporting every person however different to me to achieve their best.
Challenging discrimination and supporting others to understand why it is everybody's business to do this.
Recognising and challenging my own assumptions.

Using service improvement methodology.

Learning with people who use our services, research, best practise and evidence.
Sharing the learning internally and contributing to research where relevant.

Collaboration- Listening to each other and working together

Work in partnership to promote recovery, supporting and encouraging independence.
Working as one team.
Valuing lived experience as an equal partnership.

In addition you must:

- Highlight concerns in accordance with the Trust's Whistleblowing Policy where it is felt poor practice or general wrong doing has not been dealt with appropriately. Staff may make such disclosures without fear of criticism or retribution.
- Maintain an awareness of information governance and information security related issues and ensure compliance with LPFT Records and Information Policies.
- Participate in performance review, supervision and undertake mandatory training and personal development as required of the post
- Take personal responsibility for your own Health and Safety at work in accordance with Trust Policies and Procedures, in particular Security, Health and Safety and Risk Management
- Be committed to safeguarding and promoting the welfare of children, young people, vulnerable adults and people experiencing domestic abuse, both as service users and visitors to Trust premises. All staff have an absolute responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities. They must be aware of their obligation to work within and do nothing to prejudice the safeguarding policies of the Trust.

This job description is not exhaustive and as a term of employment you may be required to undertake such other duties as may reasonably be required.

PERSON SPECIFICATION

		JOB REQUIREMENTS	
	ESSENTIAL	DESIRABLE	HOW ASSESSED (eg Application Form, Interview Test, Reference etc)
Qualifications	<ul style="list-style-type: none"> • Qualified at diploma level in an accounting based qualification eg AAT, Degree level. • Evidence of continuing professional and personal development 		<p>Application form</p> <p>Interview</p>
Experience	<ul style="list-style-type: none"> • Experience of working within a financial environment • Knowledge and understanding of accounting principles and applying these to work. • Experience of generating, analysing and forecasting monthly financial reports or Annual Accounts. 	<ul style="list-style-type: none"> • Experience of developing new or existing financial systems. • Experience of Both Income & Expenditure and Statement of Financial Position reporting. • Experience of the use of financial costing systems 	Application form/Interview
Skills & Competences	<ul style="list-style-type: none"> • Ability to plan own work load and work within the restrictions of others to achieve results. • Able to work under pressure to meet monthly and ad hoc deadlines. • Able to communicate effectively with colleagues and clinical staff with differing priorities. 		Application form/Interview

	<ul style="list-style-type: none"> • Ability to maintain working relationships with people external to the department e.g. Service managers • To be competent in the technical use of Word processing, Spreadsheet, and Database applications. • Ability to adapt to different systems, including modules of financial ledger and trust information / Data systems. • Ability to extract, use and interpret data from a number of systems including financial and information systems. 		
Special Requirements	<ul style="list-style-type: none"> • Ability to travel independently throughout the county without the use of public transport • Knowledge of the health economy • Team worker, with ability to take the lead when completing projects 		Application form