



JOB DESCRIPTION

Job Title:	Senior Management Accountant
Band:	Agenda for Change Band 8a
Responsible to:	Head of Management Accounting
Accountable for:	Management Accountant (s) / Band 3 post

Our Vision

"We will work closely with our health and social care partners to give patients more control over their own care and find necessary treatments more readily available. We will support people with multiple health conditions, not just single diseases, and deliver care as locally and conveniently as possible for our patients. We will develop our current and future workforce and introduce innovative ways to use technology".

JOB PURPOSE

The post holder offers leadership and management of staff, on a day to day basis, to ensure the provision of a responsive, high quality, customer focussed Management Accounting service. This includes making the most effective use of resources available to deliver management accounting and planning services which actively make the connection between delivery and achieving the wider Trust aims and objectives.

COMPETENCY BASED KEY RESULT AREAS

These are key leadership result areas which will be applicable to the area of responsibility outlined above and are commensurate with the grade of the post.

Vision

To assist the Head of Management Accounting to provide a high quality management accounting service including:-

- Re-designing and establishing controls and processes.
- Co-ordinating the annual budget setting exercise ensuring it is completed within the agreed timescales.
- Co-ordinating the monthly reporting cycle (e.g. setting up the monthly variance analysis report).
- Leading the annual budget setting exercise for areas of responsibility.
- Leading the production of accurate and timely monthly reporting for own area of responsibility.
- Assisting with future financial resource modelling for the Trust which is responsive to Trust wide risks and service pressures.
- Translating and making sense of financial information, for the staff the post holder manages and comes into contact with in the Trust.

Delivery

- To offer innovative leadership and financial solutions to enable most effective use of resources for the benefit of patients.
- To promote a 'can do' attitude and determination to develop and sustain a dynamic and responsive Management Accounting service which delivers best practice.
- To provide a high professional standard of management accounting advice to the Trust including finance and non-finance staff, providing detailed advice and guidance as appropriate.
- To contribute to short and medium term financial planning within the Trust in respect of service developments, reconfigurations and contract negotiations.
- To contribute to the development, approval and implementation of financial plans and support the consequences of organisational change and changes in national policy.
- To prepare reports and appropriate appendices to meet Trust financial reporting requirements.
- To prepare complex costing information that is robust and suitable for decision making.
- To contribute to the financial forecasting process including assessing financial risks to ensure an accurate forecast outturn position is reported. Work with budget managers to verify forecasts, promote ownership and ensure that they are fully engaged in developing processes. Advise the Head of Management Accounting of any significant issues.
- To lead on the production of accurate, timely and reliable financial information including monthly budget reports and CIP updates for areas of responsibility.
- To co-ordinate the effective, timely and accurate completion of budget setting including sign-off and reconciliation; and to lead the exercise for areas of responsibility. Ensure appropriate working papers are maintained to meet audit requirements.
- To provide complex financial advice on the revenue implications of business cases, service developments and CIPs ensuring post-implementation financial evaluation occurs where appropriate.
- To manage the timely production of financial data to ensure that it is submitted to the Head of Financial Accounting to enable all regular and ad hoc returns to be submitted in line with national/local deadlines.
- To develop the monitoring of the Trust CIP to ensure the position is accurately reported and reflected in the monthly financial position and forecast outturn. Develop appropriate reporting for use at all levels of the organisation and sufficiently detailed to inform external reporting. To assist budget managers in identifying the implications of CIP schemes.
- To provide cover for other areas within the Directorate, when necessary and appropriate.
- To agree and manage day to day accountability for delegated budgets, as agreed with the Head of Management Accounting.
- To advise budget holders and senior managers of financial issues that impact upon service delivery.

Understanding and Managing in Context

- To take personal responsibility for maximising opportunities to improve the use of resources and the quality of services that you are accountable for and to ensure that the Head of Management Accounting is engaged in plans particularly where support is required to make change happen effectively.
- To take personal responsibility to learn lessons and build these into future plans.
- To offer creative and dynamic team management to enable the delivery of effective change and subsequent service improvement.
- To be a visible leader within the organisation.

Relationship building

- To actively engage with, listen to and seek views of patients (as appropriate), staff, key stakeholders and commissioners to influence and improve accessibility and inclusiveness of future service developments.

- To manage the day to day 'customer relations' interface with budget holders and senior managers to ensure that active engagement results in continuous improvement in service delivery.
- To establish and maintain robust networking arrangements to enable responsive and proactive benchmarking information is available and to ensure the department is using best practice.

Valuing Your People

- Accept the responsibility you have been given to lead and manage your team, and the quality of their work.
- Act as a role model for our Values in every people management interaction you have with your team and colleagues.
- Value your team through engaging them in open discussion on issues that may affect their work or the service they provide, whilst taking responsibility for the obligation to make the final decision.
- Demonstrate fairness, equity, honesty and openness as you manage your team daily.
- Demonstrate your trust for your team by setting the direction of travel then delegating appropriately and with support.
- Have the courage to constructively challenge, performance manage and support the members of your team in their work.
- Ensure that when mistakes happen, they are reported openly, discussed supportively, managed appropriately and learned from.
- Show your team they are valued through setting aside protected time for them to have regular team meetings, 1:1's and meaningful appraisals with you.
- Demonstrate you support the mental and physical health & wellbeing of your team through knowing them and their behaviour and acting promptly (before any absence from work) in response to signs of a mental or physical health condition.
- Show individual team members they are valued by acting quickly, supportively, respectfully and equitably to manage absence from work due to ill health.
- Demonstrate you value the learning, development, safety and professional registration of your team by setting aside protected time for appropriate clinical or managerial supervision, mandatory training and other development needs.
- Ensure you consider the work allocation, workforce planning and succession planning of your team on a regular basis, and specifically during business planning processes.
- Take responsibility for your own development as a people manager through using an appropriate Mentor and/or Coach.
- Take responsibility and accountability for ensuring services meet fundamental standards that people have a right to expect whenever they receive care through the delivery services in accordance with fundamental standards as determined by Care Quality Commission

- Engaging with One NHS Finance to develop a team with an innovative approach to problem solving and an inclusive culture where team members thrive and reach their full potential.

Emotional Intelligence

- Behave consistently with the values and beliefs of the organisation and promotes these on day to day basis.
- Behave consistently with the NHS Code of Conduct for Managers.
- Maintain emotional resilience and maturity with the occasional exposure to highly distressing or highly emotional circumstances for example in the conduct of serious disciplinary cases.

PERSONAL DEVELOPMENT

- Take responsibility for keeping up to date and reviewing your personal development needs and objectives on a regular basis, including participating in appraisal reviews with your manager on at least a 12-monthly basis.

CORPORATE RESPONSIBILITIES

- Ensure that your actions and behaviours are in line with, and consistent with, our values.
- Understand and accept that you hold a privileged position; matters of a confidential nature (regarding both staff and patients) may be available to you and divulgence of information - or even of the knowledge of such information - must only occur in the proper exercise of the above duties.
- Take personal responsibility to ensure that information security is maintained at all times, being aware of and ensuring that your actions and behaviours are in line with the Trust's information governance policies.
- Take personal responsibility for your obligation to comply with regulations relating to Health and Safety at Work.
- Take personal responsibility to comply with regulations relating to Infection Prevention and Control (IPC) including adherence with IPC policies, challenging poor IPC practices of others and to report any breaches using appropriate Trust mechanisms e.g. incident reporting policy.
- Take personal responsibility to comply with policies and procedures issued by and on behalf of the Trust.
- Take personal responsibility to comply with Trust policies on Safeguarding. The Trust is committed to safeguarding and promoting the welfare of children and adults, and to protecting them from the risks of harm. The Trust also recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care.

Post Holder's Name:

Post Holder's Signature:

Date:

Manager's Name:	
Manager's Signature:	Date:

Person Specification

JOB TITLE	Senior Management Accountant
BAND	Agenda for Change Band 8a

	ESSENTIAL
TRAINING AND QUALIFICATIONS	<ul style="list-style-type: none"> CCAB qualified accountant Requirement to maintain Continuing Professional Development
EXPERIENCE	<ul style="list-style-type: none"> Significant senior management accounting experience in an NHS environment (minimum of three years) Experience of managing and developing a team of staff Developed experience in influencing, negotiating and communicating with senior managers and external organisations Experience of implementing and developing financial controls Experience of providing finance training to non-finance staff
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Highly developed understanding of the NHS financial regime including the budgeting process Ability to negotiate, influence, persuade and communicate effectively verbally and in writing Ability to work autonomously Numeracy and an eye for detail, capable of working quickly to a high standard of accuracy Expert in use of Microsoft Excel and competent in computerised General Ledger package and other Microsoft products. Ability to make judgements where there is no precedent and where other opinions may conflict Ability to work under pressure, prioritising own work and the work of the team in an organised and accurate manner within tight deadlines, keeping calm and focussed Understanding of NHS financial operating frameworks, regulatory requirements, legislation, SFIs, SOs and Scheme of Delegation Working knowledge of corporate governance, statutory financial duties and financial controls Knowledge of working within professional accounting standards and legislation and their application to the NHS Ability to coach, motivate and facilitate the development of team members to improve performance and meet demanding targets Ability to motivate others to maximise their performance to meet demanding targets Excellent customer service skills, understanding the demands of a client-focussed organisation Knowledge of basic Human Resources and Health and Safety policies.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Tactful and diplomatic Develop effective working relationships both within the Trust and with partner organisations Identify own training and development needs and undertake further training as necessary A positive, professional, enthusiastic and helpful attitude Flexible, reliable and adaptable

	<ul style="list-style-type: none"> • Analytical in approach to tasks • Neat and precise methods of working, including maintaining accurate records and filing systems • Excellent time management and organisational skills
EMOTIONAL EFFORT	<ul style="list-style-type: none"> • Ability to maintain emotional resilience and composure when undertaking the role.
MENTAL EFFORT	<ul style="list-style-type: none"> • Ability to concentrate for long periods in a busy environment where there are numerous interruptions
PHYSICAL SKILLS	<ul style="list-style-type: none"> • Frequent use of key board
REQUIREMENTS DUE TO WORKING ENVIRONMENT	<ul style="list-style-type: none"> • Able to meet travel requirements of the job