

The Newcastle upon Tyne Hospitals NHS Foundation Trust**Job Description****1 Job Details**

Job title	Assistant Directorate Accountant Apprentice
Pay band	Band 4 throughout apprenticeship to Band 5 on successful completion.
Directorate	Finance
Ward/Dept Base	Financial Management
Hospital site	Regent Point

Essential Requirements

- A good level of education in a numerate subject
- Qualification at level 3 in a numerate subject or equivalent experience
- Able to work autonomously to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required.
- Able to communicate complex 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
- Advanced PC skills are required, especially in the use of financial computer systems and Microsoft Office.

Desirable Requirements

- Previous NHS finance experience
- Working knowledge of Oracle
- Experience in the finance department of a complex organisation
- A good working knowledge of financial computer systems
- Knowledge of Management Accounting procedures and techniques including variance analysis and forecasting

2 Job Purpose

- To assist the (Senior) Directorate Accountant in the provision of a high-quality financial management service.
- To work closely with the Directorate Management Team, providing timely and accurate financial and supporting information and advice to facilitate the effective monitoring of specific Directorate and Department's specific financial position.
- Production of budgets for specific areas of reporting responsibility.
- To ensure that financial controls are maintained within Corporate Governance guidelines.

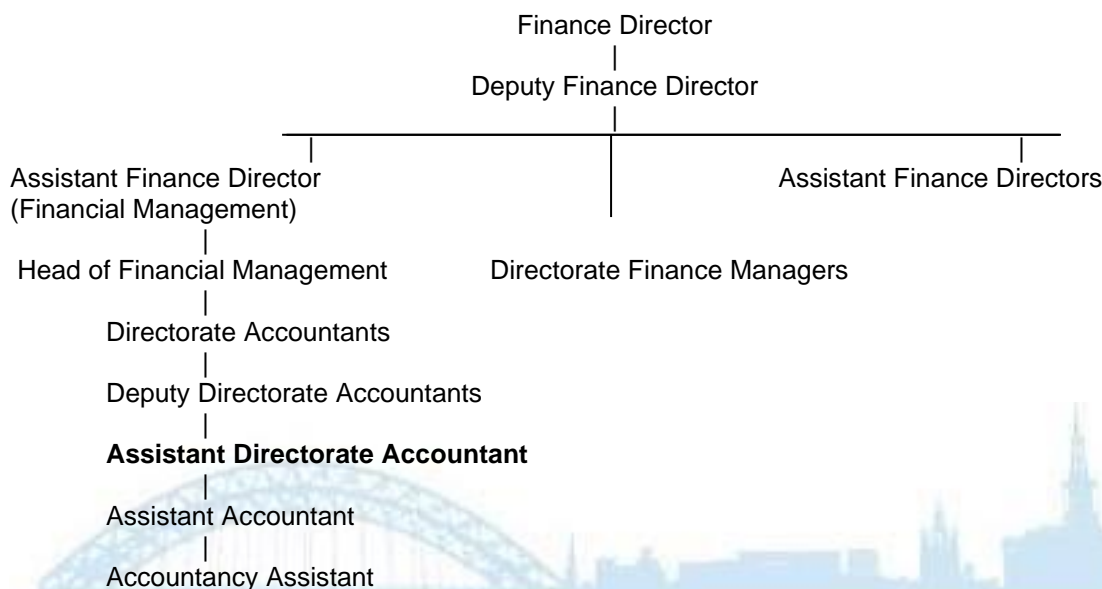
3 Dimensions

- Trust Turnover 2022/23 £1,477m
- Directorate portfolio turnover = circa £50m (depending upon Directorate(s))

4 Organisational Arrangements

Reports to: Directorate Accountant

Staff Responsible for: Support Staff



5 Knowledge Training and Experience

- See essential requirements

6 Skills

Communication and Relationships

Internally with

- Finance Director, Deputy Finance Director and all other finance staff
- Trust Board and Management Executive members
- Clinical Directors, Directorate Managers and other Departmental Managers
- Other senior and ward managers
- Internal Audit
- Other Trust staff in receipt of training/education

Externally with

- Finance/senior staff at other NHS organisations, including Trusts, PCOs, SHA, DoH
- Senior staff at universities

- External Audit
- Payroll Agency
- The post holder will require the ability to communicate within a range of settings from complex information communicated on a one-to-one basis to training presentations of information to medium sized groups. It will largely be verbally either by telephone or at meetings or via e-mail, and it will require persuasion and/or negotiation skills to ensure agreement or co-operation.

Analytical and Judgemental

- These skills are required where there are complex facts or situations, which require the analysis, interpretation and comparison of a range of options. Examples include:
 - Analysis of financial data, investigation and resolution of financial queries
 - Utilisation of non-financial data in budget monitoring

Planning and Organisational

- Will be required to plan activities to ensure that weekly, monthly, quarterly and annual financial timetables are met.

Physical Dexterity

- Standard PC/keyboard skills are required.

7 Key Result Areas

Patient / Client Care

- Incidental contact only anticipated

Policy and Service Development

- Expected to continually review working practices and procedures in order to propose changes to standard procedures in own and other areas whilst remaining within statutory guidelines and legislation. Implements policies/service changes for own work area.

Financial and Physical Resources

- Responsible for the production of detailed Directorate and/or Departmental pay and non-pay expenditure and non-patient care income budgets.

Human Resources

Management

- Supervises one or two members of staff on a day-to-day basis.

Education

- Provision of day-to-day training across the Directorate reporting team.
- Provide finance training for Trust staff across a wide range of disciplines.

Information Resources

- Utilises a range of financial and other reporting software products to provide Directorate Management with timely and accurate financial and supporting information. Examples include:
 - Design, development and maintenance of complex spreadsheets
 - Utilising database software for large volumes of data

- Utilising supplementary systems such as Payroll Data Query (PDQ)
- Designing reports from other reporting packages (e.g., Business Objects)

Research and Development

- Expected to occasionally undertake research and/or development as necessary for own work.

8 Freedom to Act

- Expected to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required.
- Is guided by the Trust's Corporate Governance policies and procedures.
- Work is managed rather than supervised.

9 Effort & Environment**Physical**

- Only light physical effort will be required, although there is a requirement to input at a keyboard for a significant proportion of the working day.

Mental

- There is a frequent requirement for concentration. The work is primarily unpredictable with an occasional requirement for prolonged concentration.

Emotional

- Exposure to distressing or emotional circumstances is rare.

Working Conditions

- Exposure to unpleasant working conditions or hazards is rare, although there is a requirement to input at a keyboard for a significant proportion of the working day.

Signed:
(Post holder)

Date:

Signed:
(Directorate Manager or equivalent)

Date:

Person Specification

JOB TITLE: Assistant Directorate Accountant Apprentice

BAND: Band 4 throughout apprenticeship to band 5 on successful completion

DIRECTORATE: Finance

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> A good level of education in a numerate subject Qualification at level 3 in a numerate subject or equivalent experience 		Application Form Interview
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of Management Accounting procedures and techniques including variance analysis and forecasting. 	<ul style="list-style-type: none"> Previous NHS finance experience Working knowledge of Oracle Experience in the finance department of a complex organisation A good working knowledge of financial computer systems 	Application Form Interview
Skills & Abilities	<ul style="list-style-type: none"> Able to work autonomously to manage own workload and change priorities as necessary to achieve key tasks, although with advice available if required Able to communicate complex information to a range of different audiences using a range of different communication methods Advanced PC skills are required, especially in the use of financial computer systems and Microsoft Office. 		Application Form Interview
Values / Behavioural / Attitudes	<ul style="list-style-type: none"> Flexible approach required to fulfil the duties in an environment with ever changing and/or conflicting priorities 		Application Form Interview
Core Behaviours	<ul style="list-style-type: none"> Alignment to Trust Values and Core Behaviours Take personal responsibility to: <ul style="list-style-type: none"> engage with the Trust's Climate Emergency Strategy and Sustainable Healthcare in Newcastle (SHINE) initiatives. assist in embedding our sustainability values into everyday practice; and help ensure such practice is applied consistently by you and your colleagues 		