

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1 Job Details

Job title	Deputy Directorate Accountant
Pay band	6
Directorate	Finance
Ward/Dept Base	Financial Management
Hospital site	Trustwide (Freeman/RVI/Regent Point)

Essential Requirements

- A good level of education in a numerate subject
- Diploma level of a professional accountancy qualification or equivalent experience
- Considerable experience in the finance department of a complex organisation
- Able to work autonomously to agreed objectives whilst given the freedom to instigate changes, working within broad occupational policies, without reference to Manager
- A good working knowledge of financial computer systems
- Knowledge of the National Health Service and NHS Trusts in particular
- Ability to make judgements involving facts and situations
- 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
- Ability to lead a small team of staff

Desirable requirements

- Studying towards professional accountancy qualification
- Previous NHS finance experience
- ECDL or equivalent experience
- Evidence of participation in continuing training and development

2 Job Purpose

- To play an advanced role in assisting the Directorate Accountant in the provision of a high quality financial management service and deputising when necessary.
- 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.
- To play an integral role in the formulation of the Trust's budget.
- To ensure that financial controls are maintained within Corporate Governance guidelines.

3 Dimensions

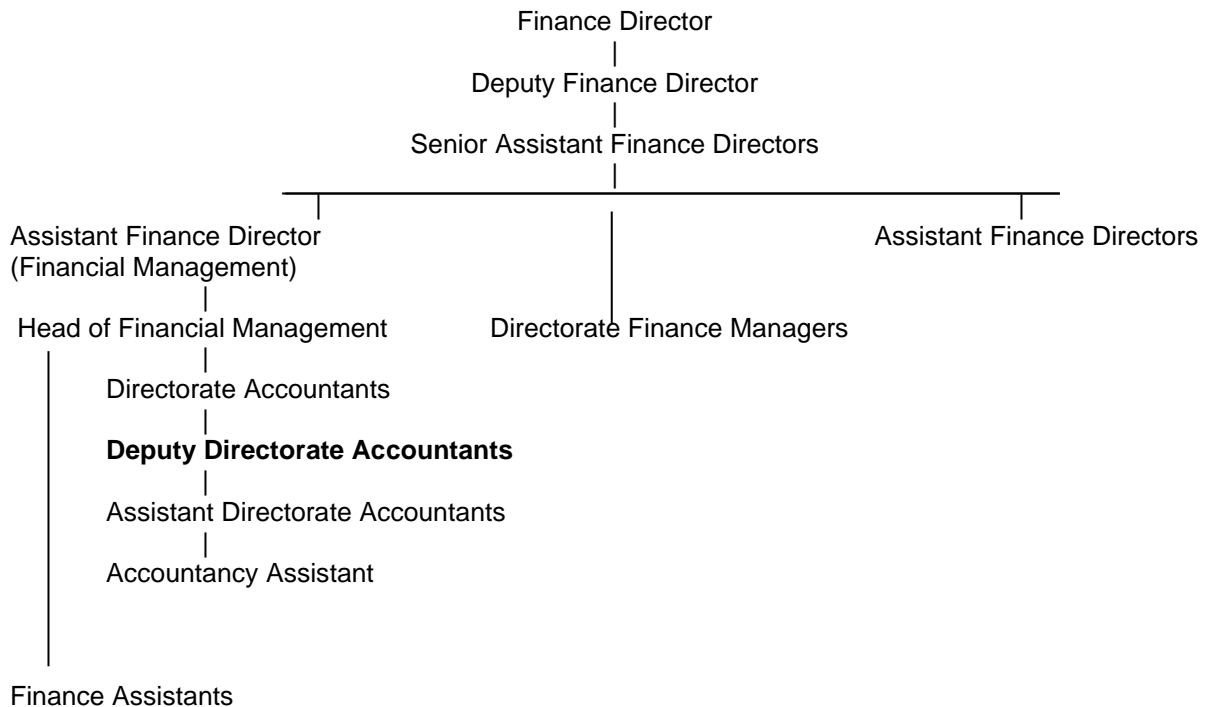
- Planned Trust turnover 2020/21 = £1,049m

4 Organisational arrangements

Reports to: Directorate Accountant

Professionally Accountable to: Finance Director

Staff Responsible for: Support Staff



5 Knowledge Training and Experience

- A good level of education in a numerate subject is essential.
- Must have the diploma level of a professional accountancy qualification or equivalent experience is essential.
- Considerable experience in the finance department of a complex organisation is essential and previous NHS experience would be desirable.
- Requires specialist knowledge in financial and accounting procedures.
- Practical working knowledge in Management Accounting.
- Advanced PC skills are required, especially in the use of financial computer systems and Microsoft Office. ECDL would be desirable.
- Evidence of Continuing Professional Development is desirable.

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. The post holder will be required to write financial reports.

Analytical and Judgemental Skills required for the post

- 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
 - Advising on financial effects of staffing restructures, cost reduction proposals etc
 - Comparing financial and non-financial data from a variety of sources

Planning and Organisational skills required for the post

- Good planning and organisational skills are essential.
- Plans and organises complex activities in respect of the production of monthly expenditure statements/forecasts and the annual financial accounts. This will involve coordinating and planning activities with colleagues from other relevant Directorates and Departments.

Physical dexterity skill requirements

- Standard 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 policies and procedures in own and other areas whilst remaining within statutory guidelines and legislation.

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, and subsequent monitoring.

Human Resources

Management

- Responsible for full line management of the Directorate Reporting team in the absence of the Directorate Accountant.

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. Oracle)

Research and Development

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

8 Freedom to act

- Works to achieve key objectives and is given freedom to do this in own way although is guided by broad professional policies, i.e.:
 - Corporate Governance Manual
 - Financial Procedure Notes
 - Standing Financial Instructions
 - NHS policies and legislation
- Acts without reference to Manager.

9 Effort & Environment

Physical

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

KSF Outline of development areas specific to the post

To be determined for the post.

Agreed post holder Agreed manager

Date

Date

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Deputy Directorate Accountant (Financial Management)**SITE:** Freeman**DEPT:** Financial Management**BAND:** 6**DIRECTORATE:** Finance

	ESSENTIAL	DESIRABLE	ASSESSMENT
Skill	Able to communicate complex information to a range of audiences using a range of different communication methods. Ability to make judgements involving facts & situations. Ability to lead a small team of staff.		Application form and interview
Personality / Potential	Good planning and organisation skills. Management and decision making skills. Friendly and approachable. Enthusiastic.		Application form and interview
Experience	Experience required in the finance department of a complex organisation. Requires specialist knowledge in financial & accounting procedures. Diploma level of a professional accountancy qualification or equivalent experience.	Previous NHS finance experience. ECDL or equivalent experience. Evidence of participation in continuing training & development.	Application form and interview
Attitude / Aptitude	Able to work autonomously to agreed objectives whilst given the freedom to instigate changes, working within broad occupational policies, without reference to Manager. Ability to make judgements involving facts & situations.. Flexible approach is required to fulfil the duties of the role.		Application form and interview
Interests		Positive outlook	Interview
Knowledge	A good level of education in a numerate subject. Knowledge of the NHS & NHS Foundation Trusts in particular. A good working knowledge of financial computer systems.		Application form and interview

PLEASE COMPLETE:**DATE:****REFERENCE NO:****CANDIDATE:****SIGNED BY:****DESIGNATION:***APPOINTED: YES/NO***IF NO GIVE REASON:**