

Assistant Management Accountant Medway NHS Foundation Trust



Job Description

Role: Assistant Management Accountant

Banding: 4

Division: Corporate

Responsible to: Deputy Finance Business Partner

Accountable to: Deputy Director of Finance

Job Purpose:

The post holder will support in the delivery of effective financial management for all Directorates within the Trust.

The post holder will supply advice and assistance with enquiries, processing and interpreting high volume financial data and assisting in the production and investigation of budgetary control information.

Key Responsibilities:

To provide support to the Assistant Finance Business Partners to deliver a high standard of financial management service. This will include processing journals, maintaining expenditure schedules, updating establishments and answering queries from budget holders. This may include cover for some work within Directorate areas in the absence of team members as well as project based work within the Management Accounts team to improve both the internal processes and external reporting.

To provide timely and accurate financial reporting of the financial position.

To promote a customer focussed ethos for Management Accounts.

Finance Management

Provide central management accounts support to the Assistant Finance Business Partners on the production of month end reports, establishment updates and report distribution.

Create and input standard monthly journals relating to prepayments, maintenance contracts and income register.

Responsible for the collection, processing and output of inter-directorate cross charges. Ensure all data required is received in accordance with the monthly timetable and manipulated into a suitable format prior to data entry onto the finance system.

Update establishments with staff change notifications and maintain an accurate record of staff lists for each department in the Trust.

Collate monthly reporting packs for the Finance Business Partners and Assistant Finance Business Partners.



Provide cover for the other Management Accountants as required.

Finance Systems

Develop and maintain a full understanding of the finance system and its applications, working with the Systems Accountant and other key staff to improve and automate processes where possible.

Financial Training & Support

To provide advice, guidance and support to Directors, and staff on financial, and where appropriate operational issues, both formally and informally. Deal with queries from Divisional staff and advise accordingly. Interpret and implement, where appropriate, financial policies, procedures and budget statements.

Ad-hoc duties as required

Any other ad-hoc support required in order to assist the department.

Key Working Relationships:

Internal	External
All Finance Staff Divisional Staff HR	Internal/External Audit

Main Conditions of Service

Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.



Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

Bold

Every Person Counts

Sharing and Open

Together

We are *inspiring* and *ambitious*

We are *respectful* and *supportive*

We are *open* and *speak up*

We are *inclusive* and *responsible*

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

eRostering

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

Mandatory Training

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

Health & Safety

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal Opportunities

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and



near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Infection Prevention and Control

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

Information Governance

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the *Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy



Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>



Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Role: Assistant Management Accountant

Qualifications	To hold or be studying/prepared to study the AAT qualification as a minimum
Knowledge	Whilst working knowledge of the following would be an advantage it is not essential as training will be provided: <ul style="list-style-type: none">- NHS systems and practices- Accounting practices
Values	<i>Exhibits behaviours in line with Trust Values:</i> Bold <i>We are inspiring and ambitious</i> Every Person Counts <i>We are respectful and supportive</i> Sharing and Open <i>We are open and speak up</i> Together <i>We are inclusive and responsible</i>
Experience	Experience of working with systems in the finance department of a large multi-disciplinary organisation Experience in management accounting and financial systems Intermediate spreadsheet skills are desirable however training to upskill from a basic level can and will be provided
Skills	Experienced user of Windows, Excel & Word are essential and Access is desirable Strong interpersonal skills with proven ability to communicate effectively Ability to undertake a wide range of competing activities and present results within very strict deadlines Well-developed numeracy, analytical and interpretative skills Good problem solving ability Able to use initiative in order to improve processes



Other Attributes	<p>Enthusiasm, energy, self-motivation, reliable, flexible, ambitious, forward thinking, responsible, & diplomatic</p> <p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p>
-------------------------	---





Medway
NHS Foundation Trust



Best of care
Best of people



nhsmedway.co.uk