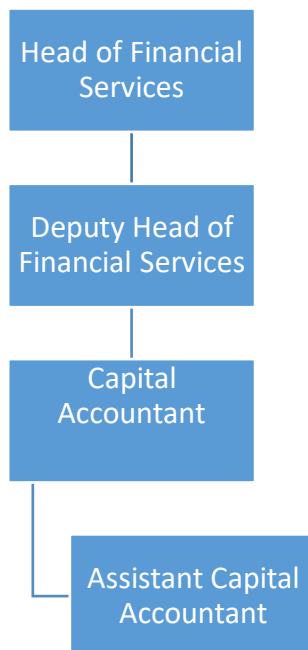


1. JOB DETAILS	
Job title:	Capital Accountant
Accountable to:	Deputy Head of Financial Services
Managerially (if required)	
Professionally (If required)	
Agenda for Change Band:	6/7 – Dependant on experience/qualifications
Location:	Financial Accounts
2. JOB SUMMARY	
(A brief description of the main purpose of the post)	
<p>This post is part of the Financial Accounts Team within the Trust.</p> <p>The post holder will be responsible for supporting on all aspects of financial management and business planning, including the development and delivery of the capital program.</p> <p>The post holder will ensure that financial information is processed in accordance to specific deadlines and complies with internal procedures and accounting principles. The post holder will work closely with the Planning, Digital and Senior Finance Team providing advice on complex financial and performance issues of the capital program.</p> <p>The post holder will adopt a modern, proactive and dynamic approach to ensure the efficient and effective use of capital resources. With the support of the Head of Financial Services the post holder will be expected to advise the organisation on the interpretation of national, regional and local policies in relation to capital.</p> <p>As part of the capital monitoring the post holder will be responsible for the monthly and annual reporting of the capital program, including forecasts within the required timescales.</p> <p>The post holder will be required to make a contribution to the development of the capital processes and provide training to budget holders and managers as needed.</p>	
3. ROLE OF DEPARTMENT	
(The function of the department in which the post holder works)	
<p>The Finance Department supports HDFT & HIF to deliver high quality patient care within the available resources. The Department provides the functions of payroll, creditor payments, financial accounts, income collection and financial management, in addition to the supplies function, for the organisation. The</p>	

Department has successfully supported the Trust to deliver against its financial objectives for many years.

4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

The Capital Accountant will work closely with

- Planning Department
- Harrogate Integrated Facilities Management Team
- Senior Finance Team
- Digital Management Team
- Directorate Care Groups
- Assistant Capital Accountant

In addition, the post holder will work closely with the Deputy and Director of Finance, as well as other members of the finance team. The role will be expected to develop relationships with external bodies to understand national developments. This will include Suppliers, Auditors and other healthcare organisations.

6. DUTIES AND RESPONSIBILITIES OF THE POST

Main Responsibilities

1. Take the lead in the preparation, presentation and monitoring of the capital plan for the Trust.
2. Production of timely and accurate monthly reports.
3. Reports accurately reflect the capital expenditure.
4. Provision of information and advice to the Organisation.
5. Produce forecast information on a regular basis.
6. With support from the Head and Deputy Head of Financial Services develop the 5 year capital plan to include in the Trust annual plans. This will include additions and disposals of PPE, intangibles and IFRS 16 leased assets. Ensuring that they meet the requirements of the GAM and accounting policies.
7. The post holder will be required to understand funding and other resource issues (e.g., Public Dividend Capital (PDC), Loan and IFRS 16 funding) and the impacts project amendments have on these areas. Work with the capital project managers to ensure they deliver project projected expenditure profiles within the organisations Capital Departmental Expenditure Limit (CDEL).
8. Work proactively with Directorates to ensure the capital programme is delivered and the Fixed Asset register is updated and maintained. Hold monthly meetings with managers to review their performance which may involve negotiating with key clinical and senior managers to ensure plans are delivered. Physical asset verification checks will be required annually in preparation for the annual accounts process.
9. Assist with the provision of accurate capital charge costing information for the Service Line Reporting (SLR) system to assist the Directorate needs.
10. Acting as the lead of the year end capital accounts process to ensure accurate information is utilised in producing the year end accounts for the Group, Trust, and Subsidiary. This will include ensuring all capital expenditure is correctly accounted and capital charges are correctly calculated.
11. Work closely with internal and external auditors to ensure requests are responded to in a timely manner and complex queries are investigated, explained and resolved.
12. Contribute to the development of financial information systems, reporting processes and databases to support capital planning and performance management. Responsible for the development of effective and efficient processes within your own area of work to collate relevant information to assist with monthly financial reporting.
13. There may be several competing demands on the post holder's time simultaneously where all requests are considered urgent. The post holder must be able to make decisions in a calm and collective manner in this conflicting environment and be able to prioritise and communicate effectively with stakeholders.

14. The post holder will have a good operational understanding of the Directorates within the Trust, including risks, pressures and opportunities.
15. The role will require delivery of effective written and spoken communication in both formal and informal settings, and often to large groups.
16. Assist with interviewing and selecting best candidates to fill vacancies within the Financial Accounts team. Ensuring successful candidate has the appropriate skills, knowledge and personality to best compliment the current team. Support development of junior colleague skill sets to compliment the financial accounts function.
17. Undertake tasks that provide information across the Trust and Directorates including financial analysis, investigation and ad-hoc projects on issues that arise on a regular basis.
18. Provide financial training for budget holders within Directorates to ensure they have necessary skills/knowledge to carry out their responsibilities.
19. Undertake other duties as may be required in line with the grading of the post.

20. COMMUNICATION

21. Work as part of a flexible and multi-skilled team to ensure all operational and project work is completed within given deadlines in the most efficient manner.
22. Support and assist in preparing capital information for budget holders and ensure the information is accurate and complete.
23. Provide advice and expenditure analysis to budget holders.
24. Provide a prompt response to budget holder queries and issues when they arise.
25. Undertake the monthly closedown procedures in accordance with the reporting timetable, thus ensuring that Board papers reflect accurate expenditure.

26. GENERAL

27. To maintain confidentiality of information at all times.
28. To be conversant and comply with the Trust's Health and Safety policy.
29. To act at all times in the best interest of the Trusts clients.
30. To be aware of and adhere to all Trusts policies and procedures.

7. WORK SETTING AND REVIEW

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post holder will be required to work autonomously with budget holders and in the provision of the monthly capital reports, including attendance at meetings. This will include providing advice and guidance to budget holders, without the direct input of the Finance Manager.

The Deputy Head of Financial Services and Assistant Capital Accountant will work closely with the post holder in delivering the responsibilities above, including the setting of work tasks. Work requests will also be generated from budget holders directly.

8. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: Management Accountant

Factor	Essential	Desirable
Education/Qualifications/ Training	<ul style="list-style-type: none"> Educated to postgraduate level, AAT Level 4 or equivalent professional experience – minimum 4 years. In depth knowledge and experience of the NHS financial regime. 	<ul style="list-style-type: none"> A basic level IT qualification, ECDL Accountancy qualification (CCAB) or actively studying towards CCAB professional qualification.
Experience – quality, type and level relevant to post. Experience may be a substitute for qualifications	<ul style="list-style-type: none"> Prioritisation, planning and organising own and others tasks. Experience of working in NHS Financial Management Environment Knowledge of capital and lease accounting financial management. Understanding of the Capital Departmental Expenditure Limit (CDEL) and the impact this has on the capital program. 	<ul style="list-style-type: none"> Experience of managing fixed asset registers and preparation of reports. Previous experience of working at similar level in NHS
Skills/aptitude e.g. manual, Intellectual or interpersonal	<ul style="list-style-type: none"> Good communication and interpersonal skills Good numeric skills Accuracy and attention to detail 	<ul style="list-style-type: none"> Evidence of continued professional development
Knowledge/abilities – E.g. technical, professional, administrative, organisational	<ul style="list-style-type: none"> Analysis of complex data Use of capital asset register and financial ledgers Organisational skills High degree of computer literacy Advanced Microsoft Excel and Outlook skills 	<ul style="list-style-type: none"> Use of Oracle accounting software Use of finance systems

Personal Attributes i.e. behaviour, commitment or approach required	<ul style="list-style-type: none"> • Maintain confidentiality • Flexible and adaptable • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • Methodical approach
Other requirements e.g. full driving licence, car owner	<ul style="list-style-type: none"> • Satisfactory health check • Good attendance record • Flexible attitude and approach to work 	

PERSON SPECIFICATION AGREEMENT

Post holder
 Date

 Line Manager
 Date

Each of the above points should be considered in the light of minimum requirements listed in the job description.