

# Management Accountant

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

Post – Management Accountant

Division – Trust Services

Department - Finance

Band – 5

Salary - £28,407 to £34,581

Location – Bristol

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

Accountable to a Senior Management Accountant, this post is responsible for providing a pro-active management accounting service to one of the Divisions. This includes meeting and working closely with Senior Managers and Clinicians within the Trust, advising on financial issues and dealing with complex financial matters and enquiries. Whilst this post is managed by the Senior Management Accountant the post holder is required to work autonomously.

The post holder is required to supervise some of the workload for an Assistant Management Accountant post on a day to day basis, as appropriate.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**We are outstanding!** The CQC rated the organisation as Outstanding for services being caring and well-led. The Trust was the first in the country to go from Requires Improvement to Outstanding in 2017, and is now the first to do this and then retain this rating. The Trust is currently one of only seven in the country to have been rated Outstanding twice, and one of only three general acute Trusts to achieve this.

**A digital exemplar-** Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



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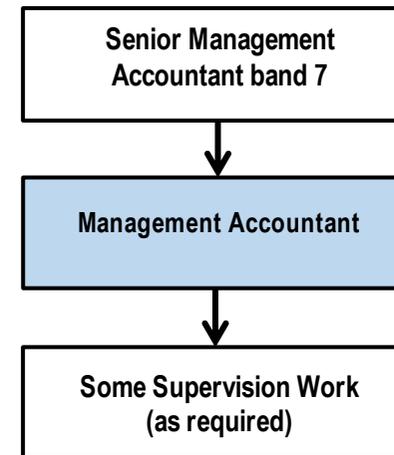
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### Main Duties and Responsibilities

- Responsible for producing the monthly Divisional accounts by carrying out appropriate accounting adjustments within the agreed timetable and meeting strict deadlines, for cost centres within the relevant Division.  
This includes:
  - Actioning all budget, income and expenditure adjustments
  - Carrying out technical accounting adjustments
  - Discussing complex financial issues with various internal and external people
  - Quality reviewing work
  - Producing a provisional set of accounts for review by senior financial Managers
- Responsible for analysing, maintaining and reconciling all the Divisional budgets within areas detailed above.
- Responsible for producing and interpreting monthly analysis of budget variances for discussion with Senior Finance Staff and Budget Managers.
- To take financial ownership of the accuracy and reliability of specified budget areas, having a detailed financial knowledge of the budgets within the designated Divisional areas, monitoring the budgets, identifying areas of financial concern, understanding the financial issues and communicating this to Budget Managers and Senior Finance Staff.
- Responsible for arranging and attending meetings with Budget Managers on a proactive and re-active basis as appropriate. To lead these financial discussions unsupervised and to give complex financial advice as appropriate. To be able to persuade and negotiate with budget managers to ensure they take responsibility and understand their devolved financial responsibilities.
- Responsible for responding to budget managers' financial queries and requests for financial information. Prioritising work to ensure information is given promptly, ensuring a customer focused service.
- To have a sound understanding of technical accounting principles and be able to apply them to produce accurate and meaningful financial information to budget managers to enable them to manage their service within available resources
- To provide costings and other financial information for service developments within designated budget areas.

### Organisational Structure



### Key Relationships

This role will have close working relationships with the Senior Management Accountant, Divisional Finance Manager and budget holders including ward and department managers.

There will also be close links with other Management Accounts staff and the wider finance department such as payroll and financial accounts.

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- To implement Trust wide financial policies within the designated Divisional areas and to propose and implement changes to working practices to ensure correct accounting practice is adhered to within the finance department as well as the Division.
  - To maintain organized files for budget areas including:
    - Meeting notes
    - Required I&E adjustments
    - Correspondence relating to funding issues
    - Resolved Queries
- Responsible for training non-financial managers in financial matters.
- Responsible for maintaining and updating the Trust's integrated general ledger system, including maintaining the Trust's financial coding structure.
- To support the Senior Management Accountant in the process of Final Accounts, Budget Setting, Trust Financial Returns and providing information for Reference Costs.
- To provide accurate financial information as required by the Senior Management Accountant, Divisional Finance Manager and Head of Management Accounts. Provide and interpret decision-making information using forecasting techniques and using information held on current and past trends.
- Responsible for some day to day supervision of the Assistant Management Accountant post and providing guidance and training as appropriate.
- To assist in the training of new or temporary Management Accountants or Assistant Management Accountants on the computer systems and financial processes
- This post is required to work closely and communicate with the following:
  - Head of Management Accounts
  - Divisional Finance Manager
  - Senior Management Accountant
  - Management Accountants
  - Assistant Management Accountant
  - Divisional Managers
  - Senior Managers within the Trust
  - Senior Finance staff in external organisations
  - Budget Holders including Consultants and Senior Nurses
  - Other finance department staff e.g. payroll, treasury management.

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Previous experience of working in a management accounting environment. - E
- Experience of producing monthly management accounts using accruals and prepayments - E
- Experience of preparing year end statutory accounts in line with audit requirements - E
- Experience of preparing budgets for large financial areas. - E
- Experience of resolving queries in a large complex financial environment. - E
- Experience of discussing complex financial issues with non-financial managers. - E

### Skills and Abilities

- A good technical knowledge of management account techniques, including (E)
  - Budget Setting
  - Preparing Year End Management Accounts
  - Preparing Monthly Management Accounts
  - Monthly Budget Reconciliations
  - Costing New Services
  - Variance Analysis
  - Preparing Trust Financial Returns
- Good knowledge of legislation relating to both general and NHS accounting practice - E
- Good knowledge of accounting for VAT. - E
- Proven ability to interpret and analyse complex financial information - E
- Excellent communication and interpersonal skills - E
- Able to communicate complex financial issues effectively with colleagues and external customers - E
- Ability to lead and contribute on financial issues in multidisciplinary meetings. - E
- Excellent working knowledge of Excel, including functions such as Pivot Tables, V Look-Ups and SumIf Statements. - E
- Proven ability to meet deadlines and work under pressure. - E
- Proven ability to be pro-active - E
- Proven ability to work in an organised way - E
- Proven ability to be flexible and adaptable - E
- Proven ability to work as part of a team - E

### Public Sector Language Competency

- Be able to speak fluent English to an appropriate standard - E

### Aptitudes

- Respecting Everyone - E
- Embracing Change - E
- Recognising Success - E
- Working Together - E

### Qualifications and Training

- Degree Level Education or AAT Qualified - E

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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