

JOB DESCRIPTION

TITLE OF POST:	Finance Analyst - North West London Pathology
SALARY BAND:	AfC Band 7
LOCATION:	Mint Wing, St Mary's Hospital
RESPONSIBLE TO:	Head of Finance – North West London Pathology
PROFESSIONALLY ACCOUNTABLE TO:	Finance Director – North West London Pathology
HOURS PER WEEK:	37.5

Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

As an organisation we expect everyone to:

- ☐ **Respect** our patients and colleagues
- ☐ Encourage **innovation** in all that we do
- ☐ Provide the highest quality **care**
- ☐ Work together for the **achievement** of outstanding results
- ☐ Take **pride** in our success



AIM OF THE ROLE:

Assist senior managers in the provision of a complete professional financial service to North West London Pathology (NWLP).

Provide financial advice, guidance and training non budgetary management and budget setting to budget holders within NWLP.

Record financial transactions accurately and ensure integrity of the general ledger is maintained.

Support the preparation of the monthly ledger close, Board Reports and Divisional Finance packs, investigating variances from plan and ensuring that action on changes required is taken while maintaining adherence to Host Trust monthly reporting timetable.

Ensure rigorous financial controls are implemented and controlled across NWLP.

Ensure financial information is processed and communicated effectively through completing own work objectives and working in co-ordination with others.

Conduct standard analysis of income, costs and balance sheet.

Investigate complex financial enquiries, providing assistance and advice as required.

Support the development of costing and pricing models as NWLP transitions to a commercially demanding stage of its development.

Support the production of a detailed NWLP budget plan reflecting the agreed finance plan.

Assist the production and/or review of investment cases, providing in-depth analysis, scrutiny and review, including Trust-wide prioritisation and cost pressure issues.

Deputise for the Finance Business Partner as required.

Organisational Structure

UNDER REVIEW

KEY WORKING RELATIONSHIPS:

- NWLP Finance & Commercial Director
- NWLP Head of Finance
- NWLP Finance Team representatives
- NWLP Division Managers and operational teams
- ICHT Finance management team
- ICHT Financial Services team
- Partner Finance Representatives (The Hillingdon Hospital (THH) and Chelsea and Westminster Hospital (CWH))

KEY RESULT AREAS:

- Operational Responsibilities
- Training
- Communication
- Business Support / Investment Appraisal
- Professional Leadership

MAIN TASKS AND RESPONSIBILITIES:

1 Operational Responsibilities

- Verify data quality, ensuring investigation, accuracy and correction of errors as necessary
- Assist in monthly reporting process; ensure work is completed within agreed timescales and complies with relevant policies
- Assist in the Annual Accounts process; ensure work is completed within agreed timescales and complies with relevant policies, procedures and legislative requirements.
- Ensure the departmental procedures and the Host Trust's Standing Financial Instructions are strictly adhered to.
- Assist in the production of periodic monitoring returns to the Department of Health and other governing bodies.
- Support team members, acting as finance contacts for Internal and External Audit for the Financial Accounting area, assisting them in implementing recommendations and ensuring action points are cleared prior to follow up visits.
- Analyse costs, calculation and subsequent input of the relevant accruals/prepayments for the service area reporting on. These may include complex calculations.
- Ensure all feeders are posted as per the reporting time table, this will involve liaising with financial accounts team and clearing any mismatches (GRN, Non Po etc).
- Answer basic budget holder queries via telephone or email, or escalate to the appropriate person if the query cannot be answered.
- Produce other ad-hoc reports from the system as and when required.
- Prepare and review journals for formal sign-off by Head of Finance.
- Act as a NWLP Specialist for the General Ledger system, with the responsibility of training all finance staff to the appropriate skill level for the Financial Accounting area.

2 Training

- Assist with the training and development of non-financial managers within NWLP.

3 Communications

- Distribute and file budget statements and supplementary reports.
- Discuss financial queries with staff/suppliers/patients, which may be complex, sensitive and contentious.
- Provide advice on complex financial and corporate issues to non-financial managers.

4 Financial Planning / Foundation Trust

- Provide support to the NWLP finance team to achieve the following:
- Develop, implementing and monitoring Divisional Business Plans as part of the Trust's overall plan.
- Provide the Divisions, directorates and other teams with decision making support services (see note below) to support senior managers in the achievement of budgetary targets, costing of new services, improving value for money, and identifying cost reductions.
- Produce timely monthly income and expenditure reports for the Divisions and directorates, the Executive Team and the Trust Board in accordance with the Financial Management reporting timetable.
- Provide variance analysis reports on the monthly performance and written commentary reports to the Deputy Director of Finance, directors and managers.
- To provide written, analytical reports to the Deputy Director of Finance, directors, managers and external organisations as and when required.
- Regularly produce detailed year-end forecasts in liaison with directors and managers.

- Compile and maintain a financial risk register for Division and directorates, and ensuring action is taken by managers to address these risks.
- Provide information to assist in the assessment and review of the performance of the division and directorates.
- Compile, maintain and monitor the Division's and directorates' annual budgets and reconciling them to the allocation of funds on an in-year and recurrent basis.
- Provide relevant financial training to directors, managers, trainees and other staff.
- Contribute to the development of the Finance department. Reviewing and suggesting changes to, and implementing, accounting & financial policies & procedures in own section which may impact on others. Responsible for reviewing, adapting and improving financial systems in own area of responsibility.

5 Business Support / Investment Appraisal

- 5.1** Assist the preparation, financial evaluation and review of investment cases, providing in-depth analysis, scrutiny and review.
- 5.2** Assist the financial post project review process to monitor actual versus planned delivery against agreed KPIs.

6 Other Duties

- 6.1** Provide cover for colleagues as appropriate.
- 6.2** Assist in producing ad hoc reports and in project work.
- 6.3** Undertake any other duties requested as appropriate to the grading and post.

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 postholder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

ADDITIONAL INFORMATION

Equal Opportunities

The Trust aims to promote equality and diversity. A copy of our Equality Scheme is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

Criminal Records Bureau

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Criminal Records Bureau (CRB) before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the CRB and Disclosure websites at www.crb.gov.uk and www.disclosure.gov.uk

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

Work Visa/ Permits/Leave To Remain

If you are a non-resident of the United Kingdom or European Economic Area, any appointment offered may be subject to the Resident Labour Market test (RLMT) which may need to be repeated on expiry of your leave to remain. The Trust is unable to employ or continue to employ you if you do not obtain or maintain a valid work visa and leave to remain in the UK.

Confidentiality

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

Health, Safety and Security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict **Non-Smoking Policy**.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a

business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

Information Quality Assurance

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Freedom of Information

The postholder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Professional Association/Trade Union Membership

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

IMPERIAL COLLEGE HEALTHCARE NHS TRUST

PERSON SPECIFICATION

POST: Finance Analyst (North West London Pathology)

DEPARTMENT: Finance

LINE MANAGER: Head of Finance – North West London Pathology

Band 7

	ESSENTIAL REQUIREMENTS
Qualifications	<ul style="list-style-type: none">▪ Part finalist CCAB (CCAB qualified desirable)
Experience	<ul style="list-style-type: none">▪ Relevant work experience▪ Experience of working within the NHS or similar sized organisation (working within the NHS for at least 3 years is desirable)▪ Experience of translating complex data from various systems into clear and comprehensive financial models▪ Experience of computerised accounting financial systems▪ Experience in accounting e.g. Processing journals▪ Advanced experience of using Excel, Word and Outlook▪ Working effectively and efficiently in a fast-changing environment▪ Experience of working in a high-performing team▪ Experience in working with minimal supervision▪ Recent experience of difficult conversations▪ Experience of managing junior members of staff▪ Experience of implementing change▪ Ability to work with staff at all levels, with specific ability to work with senior teams▪ Experience of investigation and analysis into financial issues including evidence of detailed and precise report writing skills▪ Experience of dealing with multiple stakeholders with conflicting priorities
Knowledge	<ul style="list-style-type: none">▪ Knowledge of rules surrounding confidentiality, information governance and the Data Protection Act▪ Knowledge of NHS finance policy and NHS legislation▪ Knowledge of a range of financial systems▪ Knowledge of financial and accounting procedures
Skills	<ul style="list-style-type: none">▪ Good organiser with realistic time management skills▪ Ability to use a full range of formulae to create spreadsheets capable of recording, manipulating and analysing complex data sets▪ Evidence of excellent oral and written communication▪ Able to concentrate for long periods of time, often analysing complex data

	<ul style="list-style-type: none"> ▪ Able to prioritise work for self and others ▪ Able to work autonomously with the skills to make decisions independently ▪ Able to plan work for others
Other	<ul style="list-style-type: none"> • Adhere to equal opportunities • Sufficient to perform the duties of the post with any aids and adaptations • Evidence of a commitment to personal development • Professional proactive attitude • Commitment to development and training of staff • Able to work flexibly – independently or as a member of a team to achieve organisational goals



CLINICAL PROGRAMME GROUP/CORPORATE SERVICE INFORMATION

North West London Pathology (NWLP) is an NHS pathology partnership between Imperial College Healthcare NHS Trust, Chelsea & Westminster NHS Foundation Trust and The Hillingdon Hospitals NHS Foundation Trust which was created in November 2016. In 2022 Whittington Health NHS Trust will join the partnership. The partnership has a turnover in excess of £100m and an establishment of over 1,000wte.

NWLP is a shared services organisation jointly owned by the three Trusts. It is hosted by Imperial College Healthcare NHS Trust. The partnership has created an innovative and sustainable service that delivers outstanding quality to users and patients alike. This innovative approach allows the service to better manage demand, standardise operations, improve value for money and make use of state-of-the-art technology.

The modernisation of pathology services represented by NWLP also provides a great opportunity to drive translational research in all aspects of pathology as well as supporting training for medical and scientific staff.

NWLP is based on a 'hub and spoke' structure with laboratories on seven hospital sites; the majority of routine, specialist and non-urgent activity is centred at our hub site at Charing Cross Hospital. Urgent tests required for immediate patient management and treatment are performed in 24/7 essential service laboratories based on-site at our spoke sites in the other hospitals in the group.

Substantial investment in new equipment and information systems has taken place specifically digital imaging, and artificial intelligence which is anticipated to play a major role in the future of pathology services.

INFORMATION ABOUT IMPERIAL COLLEGE HEALTHCARE TRUST

Imperial College Healthcare NHS Trust was launched on 1st October, 2007. Made up of five hospitals; Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, St Mary's and the Western Eye, and integrating with Imperial College London, we are one of the largest acute trusts in the UK with an annual turnover exceeding £800 million and employing almost 10,000 staff. Offering more than 50 clinical specialities, and with one of the largest portfolios of services in the country we have one million patient contacts a year.

The Trust has established the UK's first Academic Health Science Centre (AHSC). The AHSC aims to bring together the delivery of healthcare services, teaching and research in a partnership for the purpose of improving the health of its patients, advancing clinical teaching and scientific invention and innovation.

The Trust's sites:

- **Hammersmith Hospital** - a postgraduate teaching hospital, famous for its research, and a centre for respiratory medicine, rheumatology, cardiac sciences, gastro - intestinal disease, cancer, particularly gastro - intestinal and HPB, lung and solid organ cancers, and renal medicine. It contains the largest clinical research imaging centre in Europe.

- **St Mary's Hospital** - in Paddington is world renowned and provides general hospital services to local communities in West London and beyond, and specialist services in paediatrics, obstetrics, infection and immunity, ophthalmology, robotic surgery and cardiology which are accessed by patients from across the nation and the world. St Mary's is a teaching hospital for academic research and medical education.
- **Charing Cross Hospital** - An undergraduate teaching hospital and a centre for major trauma and serious illness, emergency surgery, neuroscience, vascular services and muscular - skeletal services.
- **Queen Charlotte's & Chelsea Hospital** - A world-renowned advanced obstetrics and fertility centre, women's health and ambulatory paediatrics services.
- **Western Eye Hospital** - is the inpatient specialist hub for ophthalmic services in West London offering the only 24 hour emergency eye care in London.
- **Imperial College London** - is one of the largest and most influential medical schools nationally and internationally with excellent credentials in teaching and research. It is regularly assessed as one of the top three-biomedical research institutions in the UK. It is highly ranked for undergraduate medical education, has an outstanding record of postgraduate medical education and in producing the research leaders of the future. The College has one of the largest operational estates of any UK University. It includes six central London campuses: The main South Kensington campus, Hammersmith, Charing Cross, Chelsea and Westminster, Royal Brompton and St Mary's.