

## JOB DESCRIPTION

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<b>Job Title:</b>	Group Income - Management Accounts Assistant
<b>Band:</b>	5
<b>Division:</b>	Corporate
<b>Directorate:</b>	Finance
<b>Department:</b>	Contracts, Costing & Income
<b>Responsible to:</b>	Deputy Group Income Accountant
<b>Accountable to:</b>	Associate Director of Contracting & Income
<b>Location:</b>	Group Headquarters – Cobbett House Oxford Road
<b>Key relationships:</b>	Senior Finance and Procurement staff (Finance and Procurement Business Unit), Contracts Manager, Head of Contract Information, Head of Costing, Hospital Trust finance teams, Group Finance and Planning

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### Job Purpose

- To support the Deputy Group Income Accountant in ensuring all NHS clinical income that is due to the trust has been invoiced, ensuring income is accurately reflected and monitored in the Trust ledger.
- To assist Accounts Receivable and the Finance Business Unit (FBU) staff in ensuring that cash is allocated against Debtor Accounts in a timely fashion and that outstanding debt is reported in an accurate and timely manner that enables pro-active action to be taken to pursue the debt.
- To support the Deputy Group Income Accountant in the monitoring of and reconciliation of the Health Education Contract and liaising with hospital teams.
- To assist in the preparation and completion of the monthly and annual accounts including statutory reporting and the Agreement of Balances exercise.

## **Main Duties and Responsibilities**

### **1. Communication and Relationship Skills:**

- Establish and maintain on-going and effective relationships with internal colleagues across the Contracts, Costing and Income Department, Finance Business Unit, Hospital finance teams and externally with Integrated Care Systems (ICS)/ CCGs and other NHS bodies
- To liaise with commissioners regarding payments/remittances to ensure that accurate income and debtor positions are reflected both within the Trust's Ledger and in returns to the Department of Health/NHSE/I (i.e. agreement of balances).
- Managing and preparing responses to queries and challenges from commissioners and raising invoices and credit notes when due.
- To provide additional support to Contracts team on coinciding areas including ensuring Low Value Activity (LVA) to devolved administration is invoiced and queries dealt with in a timely manner.
- To liaise with colleagues in Finance in presenting up to date information on outstanding debt, cash flow and income issues.
- To demonstrate the ability to work within a team environment, always acting in a professional and service-focused manner.

### **2. Knowledge, Training & Experience**

- To ensure that incoming cash receipts are allocated and cleared in a timely manner and that unallocated cash is kept to a minimum level.
- To assist in the accurate presentation of income within the General ledger in accordance with the monthly timetable.
- To ensure that the Trust submits accurate and timely returns as part of the monthly and annual accounts including the completion of the quarterly Agreement of Balances exercise.
- To agree action plans with colleagues in Finance in converting aged debt into either cash payment or other means of resolution.
- To assist the Deputy Group Income Accountant in the maintenance of the overseas database, preparing backing information and reconciliation to the General Ledger.

- Please refer to Person Specification for more details

### **3. Analytical & Judgemental Skills**

- Reviewing historical trends and future information to provide input into the monthly forecast setting process and annual planning process for income.
- Make recommendations for changes in the income budget during the year.
- To ensure that the Contracting & Income Aged Debt report is distributed within the monthly timetable and appropriate actions recorded to manage the outstanding debt.
- Analyse General Ledger transactions to ensure all entries are appropriate and income due has been invoiced.

### **4. Planning & Organisation Skills**

- Assist in the preparation of the monthly income position for the Trust. Calculating accruals and prepayments accurately, inputting journals, forecasting and ensuring the general ledger is accurate.
- Assist senior colleagues with analysis, planning and forecasting in year and during contracting negotiations.
- Ability to take responsibility for own workload, planning and taking into account known requirements throughout the financial year, working flexibly and prioritising a range of competing demands both from internal and external stakeholders.

### **5. Physical Skills**

- Standard keyboard skills
- Works with, and exposed to, a computer VDU for more than 4 hours each and every day.

### **6. Responsibility for Policy/Service Development**

- To proactively participate in meetings with colleagues where recommendations can be made for on-going improvements in working practices.
- Responsible for the upkeep of procedure notes and considering the best use of financial systems at all times.

- To provide support to other colleagues within the Contracts, Costing and Income team regarding updates in financial and income processes and best practice.
- Comply with the Health and Safety legislation, promoting high standards and acting immediately on hazards or unsafe practices in conjunction with other staff.

## **7. Responsibility for Financial & Physical Resources**

- To implement recommendations of internal/external audit where received.
- Ability to provide explanations for any material deviations from income budget during the year and to ensure that appropriate action is taken to address these where possible.
- To assist the Deputy Group Income Accountant in the maintenance and update of monthly reporting to facilitate in meeting day one accounts.

## **8. Responsibility for Human Resource**

- To act up and provide cover for the Deputy Group Income Accountant in their absence.
- To provide support to non-financial staff within the department, regarding own subject area when required.

## **9. Responsibility for Information Resources**

- To continually review & appraise financial packages, reporting systems and Departmental procedures to ensure financial information can be presented and reported in a timely and accurate manner
- Design and format forms, spreadsheets, and databases for specific purposes
- Run reports, including tables / graphs where necessary for the display of financial information to senior finance colleagues and non-finance members of staff.

## **10. Freedom to Act**

- To read national policy / guidance (e.g. Tariff Payment System and changes in finance standards relating to income recognition).

## **11. Physical Effort**

- Sitting & writing in non-posture chairs for prolonged times.

- Lifting and moving standard stationery items and computer equipment.

## **12. Mental Effort**

- Concentration required for significant periods when analysing data.
- The ability at short notice to occasionally switch concentration of effort due to unpredictable workflow patterns and the immediate nature of tasks or queries
- Managing own workload to achieve deadlines.

## **13. Working Conditions**

- Works with and exposed to a computer VDU for more than 4 hours each and every day.
- Standard office environment with some lifting and manual handling.

## **GENERAL INFORMATION**

The Post Holder is expected to comply with all legal, regulatory and Trust requirements including policies, standing financial instructions, standing orders and procedures.

### **Infection Control**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

### **Health & Safety at Work:**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

The post holder must not wilfully put him/herself or others at risk while at work. Safe working practices and safety precautions must be adhered to, protective clothing and equipment must be used where provided.

All accidents must be reported to a member of management who must participate in accident prevention by reporting all potential hazards.

## **Security**

The postholder has a responsibility to ensure the preservation of NHS property and resources

## **Confidentiality and Use of Information**

To ensure, as far as is reasonably possible, that access to information is restricted to users who are known to have right of access to that information.

The post holder is required to maintain confidentiality at all times in all aspects of the work.

## **Equal Opportunities**

The Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity, nationality, gender, or disability are encouraged to apply for all advertised posts. The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunities and fair treatment guidelines

## **Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organization, and how it is performing.

It is expected that all employees will attend the monthly briefing sessions.

## **No Smoking Policy**

The Trust has adopted a no smoking policy.

The policy applies to staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will undertake not to smoke on Trust premises.

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**



**Manchester University**  
NHS Foundation Trust

Signed:

Date:

Review Date:

Manager:

Date:



**PERSON SPECIFICATION**

**Job Title:**                **Group Income - Management Accounts Assistant**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	✦ AAT Qualified/final stage or relevant degree. Qualified through experience.	✦ Aspiration to fully qualify at CCAB level.	Application form / interview
<b>EXPERIENCE</b>	✦ Efficient and accurate use of Microsoft Excel and ability to enter data into and interrogate source financial systems. ✦ Experience of management accounting environment and familiar with approach of ongoing reconciliation and control.	✦ ECDL or equivalent IT skills ✦ Significant experience of management accounting.	Application form / interview
<b>SKILLS &amp; KNOWLEDGE</b>	✦ Good understanding of accounting principles ✦ Good knowledge and use of the General Ledger ✦ Ability to produce accurate financial information in accordance with strict timetables ✦ Good evaluation and analytical skills ✦ Strong communication skills ✦ Standard keyboard skills	✦ Knowledge of cashflow and credit control management techniques. ✦ Good knowledge in the use of integrated financial systems / packages and spreadsheets for inputting, manipulation, and extraction of data. ✦ Good financial modelling skills, ability to develop and improve systems.	Application form / Interview



<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>✦ Ability to concentrate for long periods when completing reconciliations, posting financial information in systems or undertaking analysis.</li> <li>✦ Ability to work mainly unsupervised, prioritising tasks to ensure concurrent deadlines are met.</li> <li>✦ Ability to work with a computer VDU for more than 4 hours a day.</li> </ul>	<ul style="list-style-type: none"> <li>✦ A person who can build ongoing positive and constructive relationships both internally and externally</li> </ul>	<p>Interview</p>
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