

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Finance Business Support Assistant– Division/Care Group |
| **Reports to** | Associate Finance Business Partner – Division/Care Group |
| **Band** | Band 4 |
| **Department/Directorate** | Finance Directorate |

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| **JOB PURPOSE** |
| |  | | --- | | * To work in a small team within the Business Partnering section with particular responsibility for supporting the accounting aspects of the relevant Divisions. * Be responsible for specific Trust-wide duties, as well as a number of month end procedures. | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| |  | | --- | | * Process and input of monthly journals including accruals and prepayments. * Correct payroll and expenditure coding errors as directed by Business partnering staff. * Assist with the production of monthly reports. Ensure reconciliations and all data inputs are completed by the financial timetable and planning own workload to achieve this. * Provides support to Divisional Finance posts in dealing with budget holder queries, analysing data, investigating and resolving financial queries. * Calculate and maintain regular recharges to other NHS bodies and outside organisations. Deal with queries relating to these recharges, contact external organisations and/or budget holders as necessary to resolve. * Assist in the coding of invoices and goods received notes (GRNs) when required. * Responsible for updating the local pay budget system, including funding establishments, pay scale listings and pay award calculations (including the pay inflation model), and National Insurance changes. * Monthly assessment and processing of outstanding creditors. * Preparation, input and reconciliation of budget changes. * Responsible for maintenance of the Unit 4 accounting structure: making additions, amendments and closing centres/accounts as required. * Preparing ad-hoc spreadsheets and correspondence as directed by Finance staff. Designing and formatting spreadsheets as necessary. * Providing some training on own areas of responsibility to new/existing staff as required. * Perform other such duties as directed by Finance staff, dealing with initial enquiries and providing routine cover in the Associate Finance Business Support post absence.   The Finance Business Support Assistant will be based either at Newcourt House, Exeter or Devonshire House, Barnstaple but may be required to travel to alternate sites on occasion. | |
| **KEY WORKING RELATIONSHIPS** |
| * Care Group/Divisional Care Group Managers, Group Managers, Service Managers and clinicians to help drive delivery of financial objectives, service change and Service Level Reporting. * Other Finance Business Partners including the Finance Business Partner for Costing and SLR, to develop the Trust’s costing and reporting systems in line with the requirements of Service Level Reporting * Budget Managers to help drive shared financial accountability. * All finance staff * Internal and External Audit as required in line with the Audit Programme. * Finance colleagues within the STP to improve the collaboration between organisations and help support STP programmes of work * Trust Directors, in particular the Chief Operating Officer and the Deputy Chief Operating officer to maintain the direct link with Finance and Operations |
| **ORGANISATIONAL CHART** |
| A copy of the proposed organisational structure is attached top to the job description  The reporting structure for the Business Partnering Division is set out below: |
| **FREEDOM TO ACT** |
| The post holder will need to   * Make decisions autonomously on a regular basis with regards to financial planning, advising the Head of Clinical Business Partnering & Reporting / Head of Corporate Business Partnering & Planning of the impacts of these decisions. * Influence decision making throughout the division through the provision of expert financial advice * Interpret national policy and regulations, acting to ensure the Trust meets the requirements of such policies and advising the Finance Business Partner of the interpretation made. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will be required to:   * The post holder will be required to maintain and build upon internal/external relationships, to communicate effectively with key stakeholders. This includes taking responsibility for handling complex and sensitive queries and information, in a tactful, diplomatic and empathic manner and adhering to the organisations standards. * The post holder will co-ordinate and manage their own. They will be expected to attend meetings, sometimes deputising for other team members. * The post holder will be expected to behave in accordance with the Trust's values. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * The post holder will manage and prioritise all incoming and outgoing communications, initiating responses where appropriate, demonstrating at all times a high level of discretion and confidentiality while ensuring responses to deadlines and targets are met. * In the absence of the line manager, the post holder will also be required to make rapid and accurate assessments of urgent/delicate situations that can be addressed by appropriate colleagues within the Trust in order to meet deadlines, provide solutions and minimise disruptions. Ensure that the financial impact of the Trust’s annual operational plan and strategic financial plan is understood by the division. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be expected to plan and organise a number of programmes of work and will be required to organise and plan their own workload, diary and commitments of the line manager. |
| **PATIENT/CLIENT CARE** |
| The post holder is required to put the patient, as the first priority, at the centre of all activities although the post holder will not have contact with patients in the course of their normal duties |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will be required to Identify process improvements and develop projects and assignments to respond to organisational and/or policy changes and initiatives more effectively. Implement policy for own work area. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Responsible for ensuring that all staff have the necessary equipment and resources required to undertake their duties. |
| **HUMAN RESOURCES** |
| Support new employee integration into the team.  The post holder will take an active part in the development review of own work suggesting areas for learning and development in the coming year. |
| **INFORMATION RESOURCES** |
| Responsible for sourcing and gathering information to produce reports, briefings and board papers for meetings and key stakeholders; taking formal notes minutes and distributing them as appropriate, ensuring that any actions are followed. |
| **RESEARCH AND DEVELOPMENT** |
| Comply with Trust’s requirements and undertake surveys as necessary to own work. |
| **PHYSICAL SKILLS** |
| Standard keyboard skills are required to produce reports, presentations and project plans. An advanced IT skill set is required for to support the presentation of complex information |
| **PHYSICAL EFFORT** |
| Office based post with a frequent requirement to sit in a restricted position at display screen equipment. Lifting files and confidential waste sacks occasionally. The post requires travelling, meetings in various venues and office-based work |
| **MENTAL EFFORT** |
| There is a frequent requirement for concentration for activities such as typing complex documents. The postholder will be able to adapt to frequent interruptions and working in a large open plan office. |
| **EMOTIONAL EFFORT** |
| Limited exposure to distressing or emotional circumstances. The post holder will respond to concerns and questions from a wide range of people, who may be anxious or distressed. |
| **WORKING CONDITIONS** |
| There is a requirement to use VDU equipment more or less continuously on most days. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **GENERAL** |
| This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.  We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.  We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.  We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.  All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.  If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010. |

PERSON SPECIFICATION

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| **Job Title** | Finance Business Support Assistant |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  GCSE’s (or equivalent)  NVQ level 3 / AAT Intermediate level or equivalent experience  NVQ Level 4 / AAT Technician level (or equivalent)  Degree (or equivalent)  A-Levels (or equivalent) | YES  YES | YES  YES  YES |
| **KNOWLEDGE/SKILLS**  Computer Literate  Good Level of Numeracy  Knowledge of Excel/Spreadsheets  Knowledge of Finance Computer Systems & Coding structure  Detailed understanding of Payroll, payments and invoicing | YES  YES  YES  YES  YES |  |
| **EXPERIENCE**  Finance experience (min 1 year)  Ability to meet deadlines  Management Accounting experience (min 1 year)  NHS experience  Ability to balance/reconcile accounts | YES  YES  YES | YES  YES |
| **PERSONAL ATTRIBUTES**  **Communication**  Good Communicator  Team Worker  Confident  Self-Motivated  **Other**  An ability to maintain confidentiality and trust.  Used to working in a busy environment.  Adaptability, flexibility and ability to cope with uncertainty and change. | All essential requirements to be tested at application and interview  YES  YES | YES  YES |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | YES  YES |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | Y |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  | Y |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | Y |
| Emotional Effort | Y |  | Y |  |  |
| Working in isolation | Y |  |  | Y |  |
| Challenging behaviour | Y | Y |  |  |  |