

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **Associate Finance Business Support – Division/Care Group** |
| **Reports to** | Associate Finance Business Partner – Division/Care Group |
| **Band** | Band 5 |
| **Department/Directorate** | Finance Directorate |

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| **JOB PURPOSE** |
| * To provide a comprehensive business support function, by supporting the Associate Finance Business Partners, and Finance Business Partners, to provide full support and advice in respect of financial management and workforce reporting, performance reporting, variance analysis and risk management. * To be a source of high-quality financial information, expert advice and support for the Division or Care Group and its Budget Holders, in order that they can meet their key operational and strategic business objectives. * To support the Trust’s business planning and budget setting processes, including the development of business cases for service change to deliver cost savings, increased efficiency and increase income. * To provide professional advice, training and support to facilitate the effective management of budgets by budget holder’s financial responsibilities. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Provideon-going financial support to Care Groups/Directorates, monitoring their expense, income and activity against budgets * Ensure that all necessary accruals of income and expenditure are calculated and incorporated into the budget statements. * Investigate and analyse monthly variances between budgeted and actual income and expenditure. * Produce detailed monthly budget statements, summaries and variance reports for a given service and Budget Holders. This includes a written commentary on the financial position to explain the underlying reasons for significant variances and incorporating recommendations for corrective action. * To work closely with Budget Holders to ensure that expenditure remains within budget and any remedial actions taken and opportunities to maximise income are met within designated directorates. * To work closely with Associate Finance Business Partners to ensure all financial risks are appropriately identified and reported to Finance Business Partners. * To report divisional financial position to the Finance or Associate Finance Business Partner to allow aggregation of the Trust’s financial position on a monthly basis. * To secure all relevant income through the issuing of timely and fully supported debtor invoices. * Maintain and reconcile the opening and in-year financial position of designated Divisions/Care Groups and support the Finance or Associate Finance Business Partner to provide robust forecasts of the full year financial position and the accurate coding of prime documents to ensure correct accounting classification, achieved through liaison with other departments. * To support the creation of annual Division/Care Group budgets, supporting budget holders through the budget setting process. * To ensure that all budget managers within the Trust have access to accurate and timely financial information that aids their individual business planning. * To assist Budget Holders in monitoring staffing whole time equivalents (WTEs) against budgeted establishment through regular communication and updating staffing establishment sheets in a timely manner for the budgets within the designated directorate. * Completion of Approval to Recruit and Change of Circumstance forms by liaising with Budget Holders and checking against budgeted establishment in a timely manner to support the recruitment process. * To transact savings ensuring systems and controls are in place to support the detailed reporting and reconciliation of the achievement of financial savings that are evidence based. * Contribute to the completion of statutory returns as required by the NHSE and the Department of Health to given deadlines, with matters of note being brought to the attention of the Finance or Associate Finance Business Partner. * To support the preparation of the Trust’s reference costs and proactively support the development of internal costing and patient level costing across the Trust. * To assist in managing and controlling the Trust's finances in accordance with Standing Orders, Standing Financial Instructions and statutory obligations including the Corporate Governance framework to ensure all financial targets are met. * To assist in ensuring that agreed audit recommendations relating to the general ledger and financial reporting and management systems are implemented within agreed timescales. * To assist in the provision of training, advice and support to managers throughout the Trust on Standing Financial Instructions and financial procedures. * Ensure desk top procedure notes are developed and maintained for all tasks under the post holder’s control. |
| **KEY WORKING RELATIONSHIPS** |
| |  | | --- | | The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Examples of key working relationships:  **Internal**   * Clinical Directors, Divisional/Care Group Directors, Group Managers and other Senior Managers on financial planning, budgetary control and business cases * Budget Holders * Internal Audit * All finance staff * Business Information team * Other teams across the Trust   **External**   * Other Trusts and Commissioners * University of Exeter * External Audit * NHS England * Devon ICB * Suppliers | |
| **ORGANISATIONAL CHART** |
| The reporting structure for the Business Partnering Division is set out below: |
| **FREEDOM TO ACT** |
| High level of independence and autonomy required to deliver specific area of work. The post holder will operate within Trust policies and procedures, using own initiative and seeking advice from Manager as required. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| 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 workload. They will be expected to set up budget meetings and 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. |
| **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. This includes the scheduling of formal and complex multi-disciplinary meetings, ensuring that the flow of work is prioritised in order to deliver targets and objectives. The post holder must be able to manage rapidly changing priorities and multi task. |
| **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** |
| Identify process improvements and develop projects and assignments to respond to organisational and/or policy changes and initiatives effectively. Implement policy for own work area. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Continuing own personal and professional development, and to actively participate in all aspects of in-house training. |
| **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 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. |
| **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. |
| **MENTAL EFFORT** |
| There is a frequent requirement for concentration for activities such as typing complex documents. Unpredictable work pattern with frequent interruptions. |
| **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** |
| Uses display screen equipment for substantial proportion of the day. |
| **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. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Not Applicable |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles. |

**PERSON SPECIFICATION**

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| **Job Title** | Associate Finance Business Partner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  AAT Technician or Professional Accountancy Qualification (CCAB Recognised /CIMA – Certificate Level) or equivalent experience  Degree (Or Equivalent)  Evidence of exam success towards full CCAB / CIMA qualification | YES | YES  YES |
| **KNOWLEDGE/SKILLS**  A good knowledge and experience of computer based management accounting systems and Microsoft Office applications.  Strong numerical skills, ability to understand financial information  Excellent organisational and time management skills.  Knowledge of a range of finance systems including Payroll, Payments and Invoicing | YES  YES  YES  YES |  |
| **EXPERIENCE**  Management Accounting experience.  Ability to prioritise work and meet deadlines  Experience within the Finance function of the NHS | YES  YES | YES |
| **PERSONAL ATTRIBUTES**  Excellent communication skills both written and verbal, with a wide range of people  Self motivated and proactive  Approachable, responsive, resourceful, confident, enthusiastic and flexible approach.  Team Worker | 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** |  |  |  |  |  |
| 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 |  |  |  |