

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title:** Finance Support Assistant - Income & Contracts

**Band:** 4

**Responsible to:** Contracts Manager

**Accountable to:** Contracts Manager

**Department / Directorate:** Finance

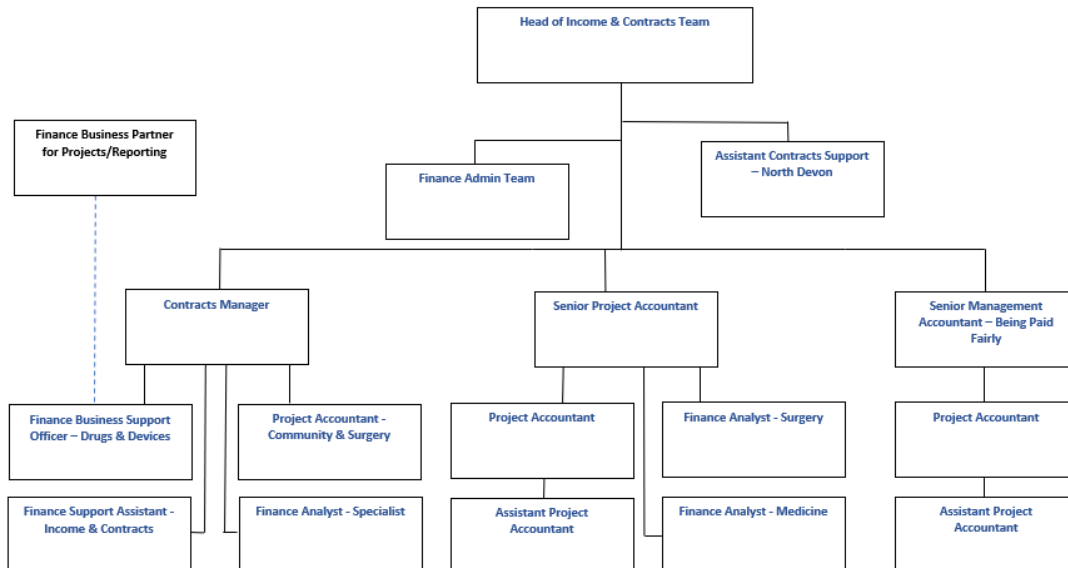
### **2. JOB PURPOSE**

To work in a small team within the Contracts section with particular responsibility for supporting both the Administrative and Financial Contract Monitoring process of trust activity in order to produce the monthly income for the trust.

### **3. KEY WORKING RELATIONSHIPS**

- ◆ Financial Development Team staff
- ◆ Management Accounting and other Finance staff
- ◆ Divisional Business and Cluster Managers/Budget holders
- ◆ Divisional Managers
- ◆ Pharmacy Team

#### 4. ORGANISATIONAL CHART:



#### 5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:

- To provide a support role to the Finance Analyst/ Senior Project Accountant and Contracts Manager by supporting the implementation of a wide range of Finance projects.
- Process monthly income on database system ensuring data is correct
- Maintain a working knowledge of payment by results and national guidelines
- Responsible for detailing and monitoring drugs and devices activity to Commissioners
- Responsible for the coordination of challenges from out of area Commissioners  
 As part of the Project agenda, the post holder will:
- Provide contract data as appropriate
- Responsible for the day to day processing of monitor files in providing the RD&E's monthly income report
- Liaise with medical records and information regarding data files and coding errors
- Produce monthly income reports for the Trust
- Produce reconciliation of income reports to invoicing and generate summaries for out of area Commissioners

- Reconcile invoicing to general ledger
- Provide income information to Management Accountants and Divisions as a result of running queries on the contract monitoring system
- Update the ledger for any changes which may be required
- Responsible for the preparation and production of patient activity for out of area
- Manage and maintain invoicing and credit control
- Responsible for the authorisation of individual patients as appropriate
- Maintain the invoicing schedule for all Commissioners
- Prioritise and identify own work schedule, while meeting agreed objectives, and use the freedom to do this, within Trust policies and procedures. Be aware of and meet agreed deadlines.
- Participate fully in the creation of own Personal Development Plan through the Trust's Review process.
- Perform other such duties as may be directed from time to time by Senior Finance Managers.

#### **Other Responsibilities:**

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

The post holder is 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.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

## **THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision, we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity  
Fairness,  
Inclusion & Collaboration  
Respect & Dignity

We recruit competent staff that 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.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## **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.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

### PERSON SPECIFICATION

**POST:** Finance Support Assistant - Income & Contracts  
**BAND:** 4

REQUIREMENTS	E/D*
<b><u>QUALIFICATIONS/SPECIAL TRAINING:</u></b> Diploma or Equivalent A levels or Equivalent GCSE's (Or Equivalent) NVQ level 3 / AAT Intermediate level (or Equivalent) NVQ level 4 / AAT Technician level (or Equivalent experience)	E D E E E
<b><u>KNOWLEDGE/SKILLS:</u></b> Computer Literate Good Level of Numeracy Knowledge of Excel/Spreadsheets Knowledge of Finance Computer Systems & Coding structure Use of Modern Accounting Systems including General Ledger Word Excel/spreadsheet Database	E E E E E D E E
<b><u>EXPERIENCE:</u></b> Finance Experience (Min 1 Year) Ability to meet deadlines Management Accounting (Min 1 Year) NHS Ability to balance/reconcile accounts	E E D D E
<b><u>PERSONAL REQUIREMENTS:</u></b> Good Communicator Team Worker Confident Self-Motivated	E E D E

\* Essential/Desirable

HAZARDS ( <i>tick as appropriate</i> )					
Laboratory Specimens		Clinical contact with		Performing exposure prone	
Proteinacious Dusts		Patients		invasive procedures	
Blood / Body Fluids		Dusty Environment		VDU Use	X
Radiation / Lasers		Challenging Behaviour	X	Manual Handling	
Solvents		Driving		Noise / Vibration	
Respiratory Sensitisers		Food Handling		Working in isolation	
Cytotoxic Drugs		Electrical work		Night Working	