

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Finance Analyst |
| **Reports to** | Finance Business Partner |
| **Band** | Band 6 |
| **Department/Care Group /Divisional** | Finance |

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| **JOB PURPOSE** |
| To provide information, advice and support to Managers and budget holders within the Care Group /Division. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| |  | | --- | | * To provideon-going financial support to Care Group /Division, monitoring their expense, income and activity against budgets. This includes participation in Budget Meetings, Quarterly Reviews and other Care Group /Divisional meetings; * To analyse and investigate variances and interpret results. To produce monthly financial reports and financial forecasts in close liaison with Care Group/Divisional Managers with the aim of providing accurate year to date and year end projections; * To develop skills in monitoring income against both budget and contracts, in order to ensure that the full implications of changes in activity are understood. * To analyse complex problems relating to business case production and analysis. Influence and advise regarding allocation of finances within Care Group/Divisional and provides assessments on financial decisions and financial risk without necessarily referring to management. * To update the general ledger and other financial systems as necessary to ensure accurate and up-to-date reporting. * To prepare expense, income and activity budgets as part of the annual planning cycle. To carry out periodic reviews of budgets to reflect current operational practice, in conjunction with Care Group /Divisional Managers; * To use in depth specialist financial knowledge to respond appropriately to budget holders queries, investigating all areas of concern, within an agreed timescale, thereby maintaining good working relationships; * To support the provision of formal and informal financial training to budget holders. To provide advice on complex financial issues to non-financial mangers whilst being aware of Trust wide issues. * To assist in the development of more junior staff members within the team * To assist in the completion of other monitoring returns, both internal and external, including Annual Accounts, Financial Returns and Reference Costs; * To assume responsibility for specific/ad hoc Trust wide duties, liaising with Management Accounts where appropriate * To prioritise and identify own work schedule, whilst meeting agreed objectives. * To perform other duties as required from time to time by Senior Finance Managers.   The post holder will also be expected to contribute to developing the vision, strategy and plans for the Business Support function by ensuring they possess the right skills and capabilities obtained through a programme of continuous professional development and supporting financial training for the organisation.  The Finance Analyst - 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 Managers, Group Managers, Service Managers and clinicians to help drive delivery of financial objectives, service change and Service Level Reporting. * Other Finance Staff * Budget Managers to help drive shared financial accountability. * 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** |
| The reporting structure for the Business Partnering Care Group /Division is set out below: |
| **FREEDOM TO ACT** |
| The post holder will need to:   * Make decisions autonomously in conjunction with the Finance Business Partner /Associate Finance Business Partner * 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 Care Group /Division through the provision of expert financial advice * Interpret national policy and regulations, taking action 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:   * Communicate and provide highly complex information to a wide range of internal and external stakeholders. * Use negotiation and persuasion skills to overcome barriers and obstacles to the delivery of financial objectives in particular where staff, partners and other stakeholders are resistant and/or the post holder has no direct line management relationship. * Present complex information about projects, initiatives and services to a wide range of stakeholders in a formal setting. * Commit to working and engaging constructively with internal and external stakeholders on a range of contentious issues. * Nurture key relationships and maintain networks internally, specifically with clinical and service leaders by developing a culture of shared responsibility for financial issues. * Support collaborative working across partner organisations * Assist with Freedom of Information requests |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will be required to support the Finance Business Partner /Associate Finance Business Partner:   * Ensure that the systems for control and management of the Trust’s finances is in accordance with Standing Financial Instructions (SFIs) and statutory obligations are robust, to ensure that all Care Group /Divisional financial targets are met. * Ensure appropriate financial systems and processes are adhered to allowing accurate assessment of activity and financial performance, identify and report in-year risks and forecast year-end financial positions for the Care Group /Division to the agreed monthly reporting cycle. * Ensure all financial risks of the Care Group /Division are appropriately identified and reported to the Finance Business Partner/Associate Finance Business Partner so that mitigating actions are in place to deliver the agreed Care Group/Divisional plan. * Ensure that the financial impact of the Trust’s annual operational plan and strategic financial plan is understood by the Care Group /Division. * Prepare Care Group/Divisional finance reports and briefings on financial performance and financial monitoring of Care Group/Divisional recovery plans. * Support the control and delivery of the financial elements of the Care Group /Divisional Financial Recovery Programme and implement corrective actions with Care Group /Divisional leads * To work closely with Care Group/Divisional leads and budget managers to ensure that expenditure remains within budget and any remedial actions taken and opportunities to maximise income are met. * Support the Finance Business Partner/Associate Business Partner and Care Group /Divisional Managers with budgetary responsibility to ensure financial control is exercised effectively, including the provision of training and development and resolving budgetary issues. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will be required to:   * Support the annual financial planning cycle supporting the Finance Business Partners/Associate Finance Business Partner in ensuring that robust processes are established and operated for setting Care Group/Divisional revenue in line with the Trust’s financial planning guidance. * Support the annual national cost collection exercise as directed by the Finance Business Partner. * To support the delivery presentations and financial training to increase financial awareness and understanding across the Care Group /Division. * To ensure that all budget managers within the Care Group /Division have access to accurate and timely financial information that aids their individual business planning. |
| **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:   * Ensure that financial management policies and procedures are developed and implemented according to best practice. * Provide 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 holders control. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Continuing own personal and professional development, and to actively participate in all aspects of in-house training. |
| **INFORMATION RESOURCES** |
| The post holder will need to input, store, modify, analyse, process and present complex information on a day to day basis. The post holder will develop reports based on financial information to use to inform key stakeholders of on-going developments. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will respond to requests to undertake surveys and audits relevant to own work and to work closely with the Local Counter Fraud Specialist and Internal Audit leads with regards to audits of financial information. |
| **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** |
| This post is predominantly desk based using VDU equipment with a frequent requirement to be seated for long periods of time.  The post requires travelling, meetings in various venues and office-based work |
| **MENTAL EFFORT** |
| This post requires frequent intense concentration for collating, analysing, interpreting and presenting complex financial data and requires responding quickly and accurately to complex emails with regards to financial data. The intense concentration may be for long periods of time.  The postholder will have the ability to think quickly and constructively and make decisions autonomously.  The postholder will be able to adapt to frequent interruptions and working in a large open plan office.  Adaptability, flexibility and ability to cope with uncertainty and change. |
| **EMOTIONAL EFFORT** |
| There will be regular exposure to conflict and challenge where the post holder will be required to deal with contentious issues.  There will be occasional exposure to distressing and emotional circumstances where the post holder may have to part unwelcome news to staff, or effectively influence and negotiate with stakeholders in difficult circumstances.  Moderate exposure to distressing or emotional circumstances, which can include dealing with patients and bereaved relatives. Where the Trust has in its possession either cash or personal effects of patients, relatives may not appreciate process that has to be followed in order to return items, which can be difficult to explain if the relative is distressed. |
| **WORKING CONDITIONS** |
| There may be occasional unpleasant conditions when dealing with potentially distressed patients and clients.  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. * 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. |
| **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** | Finance Analyst |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Part Qualified accountant and member of an accountancy body which is a member of the Consultative Committee of Accountancy Bodies (CCAB) or equivalent experience.  Qualified accountant and member of an accountancy body which is a member of the Consultative Committee of Accountancy Bodies (CCAB) or equivalent experience. | YES | YES |
| **KNOWLEDGE/SKILLS**  A good knowledge and experience of computer based management accounting systems and Microsoft Office applications.  Good communication, presentation and interpersonal skills both orally and in writing  Strong numerical skills, ability to understand and interpret complex financial information  Excellent organisational and time management skills  Ability to advise finance and non finance managers providing detailed advice and guidance | YES  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**  **Communication**  Ability to provide and receive highly complex, sensitive and contentious information, communicating appropriately to stakeholders using effective resources.  **Analytical**  Ability to analyse complex facts and situations and develop a range of options.  **Planning**  Plans and organises a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances.  Good use of available information sources to enable efficient and effective planning.  Ability to work under pressure and to tight and often changing deadlines.  Ability to prioritise and meet deadlines.  **Autonomy**  Ability to work on own initiative and organise workload without reference to Manager to achieve agreed objectives.  Ability to work effectively with a team, communicating as appropriate.  Ability to make decisions autonomously, when required.  **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.  Commitment to continuing professional development | YES  YES  YES  YES  YES  YES  YES  YES  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 |  |  |  |