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| **JOB DESCRIPTION** |  |
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| **Job Title:** | **Management Accounts Analyst** |
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| **Band:** | **5** |
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| **Responsible To:** | **Senior Finance Manager** |
| **Accountable To:** | **Head of Business Support – Finance** |
| **Section/Department/Directorate:** | **Finance** |

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| **Job Purpose:** |
| To provide a comprehensive business support function, by supporting the Finance Managers and Business Partners, providing 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 Divisional Finance Managers, Senior Managers and Budget Holders, in order that they can meet their key operational and strategic business objectives.  To support the Trust’s business planning 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. |
| **Context:** |
| The Management Accounts Analyst will be based in the Finance office at Northern Devon Healthcare NHS Trustand will provide business support to a named directorate. Working a 37.5 hour week, Monday to Friday office hours, under the Trust flexi rules. |

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| **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 Directors, Group Managers and other Directorate Senior Managers on financial planning, budgetary control and business cases.
* Internal Audit
* All finance staff
* Performance and Information team

**External**

* NHS Improvements (NHSI)
* NEW Devon CCG in relation to financial performance
* Other Trusts and Commissioners
* External Audit

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| **Organisational Chart:** |
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| **Key Result Areas/Principal Duties and Responsibilities:**  **The post holder will:-**  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 Divisional Finance Managers 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 Divisional Finance Managers to ensure all financial risks are appropriately identified and reported to Head of Business Support.  To report divisional financial position to the Finance Manager to allow aggregation of the Trusts 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 directorates and support the Divisional Finance Managers 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 directorate 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 Managers 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 NHSI and the Department of Health to given deadlines, with matters of note being brought to the attention of the Divisional Finance Managers and Head of Business Support.  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. |
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| **Communication and 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 and the workload of others. They will be expected to set up budget meetings and attend meetings, sometimes deputising for the Senior Finance Manager.    The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others.  **Analytical and Judgement 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 and 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 the workload, diary and commitments of the line manager. 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, delegating work where appropriate.  **Physical Skills**  Utilisation of advanced keyboard skills for operation of a wide range of computer software and manipulation of data for reporting purposes.  **Responsibility for Patient and Client Care**  The post holder is required to put the patient, as the first priority, at the centre of all activities.  **Responsibility for Policy and Service Development**  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.  **Responsibility for Financial and Physical Resources**  Responsible for ensuring that all staff have the necessary equipment and resources required to undertake their duties.  **Responsibility for 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.    **Responsibility for Information Resources**  Responsible for sourcing and gathering information to produce reports, briefings and board papers for meetings and key stakeholders; taking formal minutes and distributing them as appropriate, ensuring that any actions are followed.  **Responsibility for Research and Development**  Comply with Trust’s requirements and undertake surveys as necessary to own work.  **Decision Making**  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.  **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. |

**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.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST :**  **Administration Manager**

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| **REQUIREMENTS** | **E/D\*** | **HOW TESTED?**  **Application Form/Interview/Reference/Test** | **INTERVIEW COMMENTS** | **SCORE**  **(1 Low – 10 High)** |
| QUALIFICATIONS:  Significant specialist knowledge and experience of Financial procedures and processes  AAT Technician (NVQ Level 4 equivalent) with evidence of relevant post qualification experience.  Evidence of continuing professional development. | E  E  E | Application/  Interview  Application  Application |  |  |
| KNOWLEDGE/EXPERIENCE  Understanding of the NHS financial regime, policies and legislation.  Strong communication and interpersonal skills across a range of departments/functions.  Experience of organising and delivering a full range of accounting services to an organisation.  Strong spreadsheet skills.  Practical knowledge of business planning and budget setting processes.  Ability to make judgements and assess risks on financial decisions using complex data across a range of options.  A comprehensive knowledge of accounting theory and concepts applicable to the NHS. | E  E  E  E  E  E  E | Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview |  |  |
| SKILLS:  Excellent communication skills both written and verbal, with a wide range of people.  Excellent organisational skills, ability to work collaboratively, methodically and flexibly to ensure deadlines are achieved in a busy environment, whilst high standards are maintained.  To assimilate information quickly and accurately, analyse options and present workable solutions.  Work with a high degree of accuracy and be able to demonstrate attention to detail.  Tactful, diplomatic and empathic. | E  E  E  E  E | Application/  Interview  Application/  Interview  Interview  Interview  Interview |  |  |
| PERSONAL QUALITIES:  Approachable, responsive, resourceful, enthusiastic and flexible approach.  Self-motivated and proactive. | E  E | Interview  Interview |  |  |
| OTHER REQUIREMENTS:  Willingness to undertake a wide variety of duties.  Ability to travel to other sites for training, meetings etc.  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E  E  E | Interview  Interview  Interview |  |  |

\* Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |