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Bwrdd Iechyd Prifysgol
Hywel Dda
University Health Board

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CAJE REFERENCE **HD2018/0156**

DATE APPROVED **15/11/2018**

JOB DESCRIPTION

JOB DETAILS

Job Title: Senior Accounts Assistant

Pay Band: 5

Directorate: Finance

Department: Finance

ORGANISATIONAL ARRANGEMENTS

Managerial Accountable to: Section Senior Finance Business Partner
Head of Healthcare Contracting

Reports to: Line Manager –
Finance Business Partner
Assistant Finance Business Partner
Financial Accountant

Professionally Responsible to: Section Senior Finance Business Partner

Responsible For: Accounts Assistants and Clerical Officers.

OUR VALUES

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “working together to be the best we can be”, “striving to deliver and develop excellent services” and “putting people at the heart of everything we do”.

JOB SUMMARY / PURPOSE

The Health Board employs over 10,000 staff and has a budget of around £0.8 billion. We are responsible for the operation of four district general hospitals other acute and community hospitals, and a network of health centres, clinics, community health team bases and mental health units. In addition, it also coordinates the work of GP practices and NHS services provided by dentists, opticians and pharmacies.

A generic job description for post holders providing band 5 level support across the finance function.

These post will report directly to the Finance Business Partners, Assistant Finance Business Partners and Financial Accountant depending on service area.

The Senior Accounts Assistants posts will support the day to day co-ordination and provision of all financial support functions to the Health Board in relation to the activity of their division(s).

Divisions outlines below

- Finance Business Partnering
- Corporate Finance (CHC)
- Financial Systems and Statutory Reporting – Comprising of Corporate Reporting, Process Improvement, Compliance and Tax and Financial Accounting.

The role of the Senior Accounts Assistants is to be focused on supporting the provision of sound Financial Management and Reporting services to meet this aspect of the Health Board's financial duties - to deliver their financial targets. Supporting budget holders, senior finance staff and business partners in managing within the available financial resources.

Analysing and reporting upon income and expenditure to budget holders and senior finance staff. Contributing to the production of monthly financial reports, monitoring returns, annual accounts and budget setting in accordance with the reporting timetable.

To provide financial support, advice and information to the finance function and service area's ensuring information is both timely and robust.

To provide appropriate assistance to ensure service area's meet their financial duties, statutory and other financial statements and to support corporate finance developments.

To provide day to day support and advice to Senior Finance staff as required.

The post holder will be responsible for the supervision of the Accounts Assistants and Clerical Officers.

The post holder will be required to meet the performance profile of the role. The performance profile is set down in the job description through objectives and continuous improvement as agreed through the Performance Management and PADR process.

MAIN DUTIES AND RESPONSIBILITIES

Assisting in the maintenance of financial systems including, General Ledger, Accounts Payable, Accounts Receivable, Cash, Management, Payroll and other reporting systems in order to maintain financial control.

Providing financial information and analysing expenditure in order to improve understanding and management of costs and resources working within parameters agreed with the Finance Manager

Review and analyse financial reports from the General ledger in accordance with the agreed timetable and procedures, proactively reviewing and developing both processes and reports.

The post holder will be responsible for the day to day supervision and to organise the work carried out by the Accounts Assistants.

Provides appropriate support to others to improve their knowledge and understanding and shares own knowledge and skills and experience with others at all times. Creating a continuous learning and development culture.

The post holder will be expected to work within defined policies and procedures, but expected to manage their own work load within these, escalating issues appropriately as they arise.

ROLE SPECIFIC INFORMATION

To provide support to Section Senior Finance Business Partner and Head of Healthcare Contracting and Senior Finance Staff as follows:

Finance Business Partnering/Process improvement Portfolio

Review and analyse financial reports from the General ledger in accordance with the agreed timetable and procedures, proactively reviewing and developing both processes and reports.

The post holder will take lead role in setting, maintaining and monitoring budgets of the Health Board service areas.

Ensure the budget database is maintained, with a clear audit trail, reconciling to the Oracle General Ledger.

Provide support to budget holders and managers through regular contact and meetings.

To regularly review directorate/service income to ensure that income is invoiced appropriately and any changes are actioned in a timely manner.

Ensure that income and expenditure is accounted for in the correct accounting period by making appropriate estimates of accruals required, prior to senior review.

Ensure that budget holders and managers adhere to the organisations standing financial instructions, standing orders, scheme of delegation and any other appropriate government documents.

Ensure financial policies and procedures (which impact on the Finance Team and wider organisation) within areas of responsibility are up to date and fit for purpose.

Assist in ensuring adequate systems are in place to provide robust financial information to budget holders.

Ensure discrepancies are investigated and explained and information is presented on a consistent and understandable basis from month to month.

Monitor financial performance against budget, analysing and reporting on variances and trends, accounting for all movements. Prepare summary of variances and results of investigations for senior review.

Preparing costings as requested by senior Finance staff or budget holders. To assist in various costing exercises including the support of SBARs/Business Cases and or other funding bids.

Ensure support is provided to budget holders/managers to take corrective action necessary and monitor the impact of any such actions.

Assist in the preparation of financial projections.

Assist in the preparation and monitoring of savings plans.

Assist in the preparation of the Annual Accounts.

Preparation of Ad Hoc reports as required.

Corporate Finance - Continuing Healthcare (CHC) & Retrospective Reviews

Attend and fully participate in health board wide CHC meetings and other CHC meetings as appropriate to present sophisticated, technical and sometimes contentious financial information to Counties/Directorates staff, both clinical and managerial in a manner that is easily understood by non-finance professionals.

To respond to adhoc CHC requests for financial information as requested.

To calculate the successful Ombudsman / Retrospective Review claims and ensure reimbursement within the All Wales timeline. This involves responding to claimant's family, dealing with Solicitors and Welsh Government, in a caring and sensitive manner.

To provide information to the Assistant Director of Finance (Financial Management) / Director of Finance on the required provision and contingent liability for Ombudsman / Retrospective claims; this will involve complex spreadsheet work and a high level understanding of the accounting regime for provisions and contingent liabilities. This specialized understanding will need to be translated to CHC Nurse Assessors for their contribution to the provision work.

Communication

This requires a leader with excellent communication, influencing and negotiating skills, as well as a high degree of personal integrity, resilience, tenacity and professional standing.

The post holder is required to develop and maintain positive working relationships with finance, planning, performance and operational staff within the organisation and with finance professionals in other organisations. These communications will involve the sharing and explaining complex financial projections.

Build internal and external relationships within the Hospital across managerial and clinical staff groups. Will be required to provide complex financial reports and to ensure that the information is understood by the recipients. This information will involve issues relating to the care of patients and ethical judgements regarding reasons and has potential to create antagonistic and hostile responses.

Develop working relationships with planning and operational staff in developing business plans for strategic capital and revenue business cases involving significant service change and service repatriation from outside of the Health Board, and often discussing and negotiating on sensitive issues. This requires sourcing, validating and working with complex non-financial service information to construct the financial consequences of the business cases.

Builds relationships with other finance professionals across Wales in preparing financial management and reporting models and plans. These systems often use complex spreadsheet and database models.

Internal relationships within the Finance Department involve advising, supporting and influencing the Director of Finance – Provider, and supervising finance staff to undertake detailed analysis and prepare complex reports to tight timescales with frequent changes in scenarios and assumptions.

Financial Systems and Statutory Reporting Portfolio

Plans and organises own workload to ensure all transactions are dealt with in a timely manner.

Assist in the monitoring of payments and receipts and cash position and highlighting any variances to plans.

Ensure income is processed in an accurate and timely manner, including monthly reporting on outstanding debt.

Checking and processing VAT recovery, accounting and development of best practice and identifying any training requirements.

Undertaking monthly reconciliations for control accounts including balance sheet control reconciliations.

Support the production of Monthly Monitoring Returns and Annual Accounts (in accordance with the NHS Manual for Accounts, UK Generally Accepted Accounting Principles and Internal Accounting Standards as relevant).

Together with the Financial Accountant taking the lead for the Health Board in the continuous development and improvement of NWSSP AP processes and managing the interface between Finance and AP.

Agreement of creditors and expenditure balances for the Health Board both interim and at year-end in accordance with the timetable.

Support the production of LFR and LMS statements, in accordance with the timetable and reconciling these statements to the General Ledger and Annual Accounts.

CIS accounting and reporting

Process CHAPS payments, cheque payments if required.

Assists in the Finance Process Improvement agenda and ensures processes and feeder systems are transacted in the most efficient and effective manner

Production of the monthly timetable ensuring adherence to the month end reporting requirements for Welsh Government Day 5 reporting

General Duties

Support the development and update of information systems to meet requirements of the Division and Health Board, using computerised systems where appropriate.

Ensure continuous improvement in all aspects of the role by regular review of work practices and procedures, and initiate and implement service changes where appropriate to ensure systems operate efficiently and effectively.

Support the provision of clear leadership of the team in a proactive, open and supportive manner, motivating, training and developing junior staff. As appropriate to the role, support managing the team, which will include recruitment, appraisal and disciplinary arrangements.

Contributes to establishing and maintaining a positive and supportive culture within the organisation and the Finance Department.

Promotes the governance and control arrangements of the organisation providing general site supervision within the Finance Department as required.

Promotes the development and maintenance of high professional standards in providing financial advice, and producing reports and correspondence across the remit of the post and in supervising others (where appropriate).

Any other duties as directed by the Director of Finance, Deputy Director of Finance or the Assistant Directors of Finance.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE	Extensive Previous Accounts experience Oracle systems experience	Previous Financial experience with NHS	Application form and Interview
QUALIFICATION AND KNOWLEDGE	5 GCSEs including Maths A levels or equivalent AAT qualified (full qualification) or equivalent with experience. Previous specialist knowledge of Management Accounts and or Financial Accounting and system/process improvement Technical accounting/P2P system reporting	ECDL Progression to professional Accountancy Qualification Oracle System Reporting	Application form and Certificates
APTITUDE AND ABILITIES	Proficient IT skills, particularly spreadsheets. Knowledge of integrated financial systems Good analytical and numeracy skills Excellent interpersonal, communication (written and verbal) and presentational skills.	Mentoring Able to lead and motivate Supervision/management of staff or a team	Interview

	<p>Good time management</p> <p>Problem solving within work area</p> <p>Able to work under own initiative</p> <p>Able to prioritise competing demands</p> <p>Able to organise own and section's workload to meet deadlines</p> <p>Able to work with little supervision and off own initiative</p> <p>Adaptable to change</p> <p>High standard of personal presentation and demonstrates appropriate behaviour</p> <p>Relevant technical experience</p>		
CIRCUMSTANCES	<p>Able to travel between sites</p> <p>Able to work hours flexibly</p>	Able to work additional hours as and when required	Application form and interview
OTHER		Ability to speak Welsh	Application form and interview

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the Health Board. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The post holder is required to demonstrate ongoing continuous professional development. At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss this with their Manager/Supervisor/Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The post holder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The post holder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The post holder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The post holder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The post holder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the

HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors, service providers, patients*, visitors and the public.

***Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The post-holder needs to ensure they are familiar with their terms and conditions of service.