



Together

LANCASHIRE TEACHING HOSPITALS NHS FOUNDATION TRUST WORKFORCE DIRECTORATE

JOB DESCRIPTION

JOB TITLE: ELFS Treasury Team Leader

DIRECTORATE: ELFS Shared Services

REPORTS TO: Finance Manager - Treasury

ACCOUNTABLE TO: Finance Manager - Treasury

KEY RELATIONSHIPS:

DIRECT REPORTS: Treasury Officers

LOCATION: Viscount House

BAND: 4

NB: The post holder may be required to work in other departments across our hospitals including across our sites.

Treasury Manager

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Treasury Team Leader

DBS (Criminal Record) check level required for role:

Please indicate the level of DBS check required in this role	None	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
	X					

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
2	2	1	2	2	1

Role Summary

To manage, co-ordinate and plan the work activities of the Treasury Team, whilst working to specified contractual time bound timetables. The post holder will use their own initiative to resolve complex processing

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problems, understanding data sets and communicate with the team effectively, escalating issues to line managers where appropriate.

Key Duties and Responsibilities:

The post holder is part of the ELFS Treasury team and will be required to provide a professional and quality based financial accounting service to ELFS clients.

The Post holder is expected to use his or her specialist knowledge, experience and discretion to ensure that the agreed contractual performance and quality targets are met for all ELFS client base. Excellent communication and influencing skills will be required when explaining processes and data sets to both external clients and internal ELFS staff. Long periods of concentration will be required to complete financial analysis.

The post holder will be required to have a detailed understanding of ELFS software packages and applications which will be used for high proportions of the working day for extracting, analysis, inputting, manipulation and interpretation of financial information for ELFS clients. Attention to precise detail and accuracy is essential.

The post holder will be expected to use his or her initiative to resolve any queries or issues arising, act independently, manage customer queries from senior financial managers and staff within ELFS in a professional manner. It would be expected that some queries may fall outside contractual requirements for ELFS clients which may lead to contentious and challenging conversations where diplomacy will be key to manage client expectations.

The post holder will deputise for the Treasury Supervisor in their absence.

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.








Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
Responsibilities Supervise Treasury Officers in their day to day duties Responsible for receiving, reviewing, interpreting and responding professionally to queries received from Finance and Non- Finance staff, utilising expertise and knowledge of interpreting financial accounting routines and data sets, Statutory Regulations procedures, policies and working practice Supervise, prepare and record manual payments for and on behalf of the client organisations – cheques, transfers and same day (CHAPS) payments, in respect of salary advances and	<ul style="list-style-type: none"> Work completed to deadlines with minimal errors Payments are recorded accurately 					

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<p>urgent payments, in accordance with Client organisations policies and procedures. The post holder will be required to have a detailed understanding and knowledge of client's local policies and procedures to ensure compliance.</p> <p>Ensure queries from staff and patients in respect of cash disbursements are treated in a prompt and courteous manner, whilst managing individual expectations which may be challenging and contentious.</p> <p>Supervise the reimbursement of petty cash floats held at numerous units, ensuring that all documentation is properly completed and authorised in accordance with policies and procedures. Reconcile all petty cash floats as per the year end policies and procedures.</p> <p>Review of Treasury staff towards competencies in all Treasury aspects with an aim to improve staff for future career progression.</p> <p>Liaise with Client organisations and their staff at both senior and operational levels providing necessary information to ensure the resolution of any discrepancies.</p> <p>Ensure that requests to stop cheques, revoke payable orders and recall BACS credits are actioned promptly and in line with contractual requirements and banking procedures.</p>	<ul style="list-style-type: none"> • Queries are promptly and efficiently resolved • Petty cash requisitions are processed in a timely manner and units have sufficient cash for requirements. Petty cash accounts are reconciled and accurate at year end • Staff are competent to complete their tasks • Discrepancies in petty cash sheets, payment runs and faster payments are resolved quickly. • Stop cheque requests for Accounts Payable are processed promptly 					
<p>Knowledge, Training and Experience</p> <p>Prepare, review and update relevant procedure notes make recommendations to improve working practice, policies,</p>	<ul style="list-style-type: none"> • Procedure notes are reviewed on an annual basis and updated when changes occur. Ensure best practice is used across 					

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<p>procedures and services. Make comparisons accross client organisations and current working practice to ensure best working practice is adopted at all time</p> <p>To support ELFS Treasury Supervisor and deliver ‘one to one’ training to treasury team members</p> <p>Provide information to ELFS Treasury Supervisor, on a regular basis, records regarding training delivered, and achievements of individual staff trained.</p> <p>Maintain records of all training delivered with details of delivery, acceptance, or any further update requirements, ensuring that all staff have an excellent understanding of the respective Treasury processes.</p> <p>Provide information to the Internal Auditors to assist with periodic reviews required by client organisations</p> <p>Provide information to support the completion of client organisations’ year end Statutory Accounts. Liaise with External Auditors, providing additional information when requested.</p> <p>Liaise with the Senior Assistant Accountant in respect of planning and absorption of workload to cover any additional new work, as well as holidays and sickness absence.</p> <p>Take a customer focused approach at all times when dealing with Client organisations and other service departments.</p>	<p>all clients to ensure clients are receiving the best service</p> <ul style="list-style-type: none"> • Treasury Supervisor can clearly see the training that has taken place or is required • Training is clearly documented. Staff have agreed they have been adequately trained • Clients accounts are accurate, Auditors have the information they require to complete their tasks • Clients accounts are accurate, Auditors have the information they require to complete their tasks • Workloads are distributed to staff and all tasks are covered • Workloads are distributed to staff and all tasks are covered • 					
<p>Analytical and Judgmental Skills</p> <p>To use well developed judgement skills to resolve problems and assess options across work-based situations.</p>						

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<p>Prepare the monthly dashboard reports utilising complex and extensive financial data sets ensuring accurate information is provided in accordance with the Service Level Agreement for each of ELFS client base.</p> <p>Liaise with the Treasury Supervisor as necessary to monitor and control the cash flow. Provide information as required by client organisations</p> <p>Export data using Business Objects into spreadsheets designed to manipulate and analyse financial information.</p> <p>Participate in the recruiting process including shortlisting, setting assessments and face to face interviews.</p>	<ul style="list-style-type: none"> • Dashboards are accurate and updated in a timely manner • Clients have the information they require to manage their cash flow • Recruitment takes place 					
<p>Planning and Organisational Skills</p> <p>Plan and organise own work schedule in accordance with agreed timetables, ensuring weekly, monthly and annual statutory deadlines are met Process payments due within these deadlines ensuring all input has been checked for authorisation and accuracy.</p> <p>Plan, manage, allocate and co-ordinate own workload and that of the Treasury Team including: -</p> <ul style="list-style-type: none"> • The appropriate allocation and delegation of work as well as checking work within the team to ensure levels of consistency and accuracy are maintained for multiple clients. • Monitoring outstanding work on a daily basis to ensure contractual responsibilities, requirements and key performance indicators are met. This includes delegation to staff members who have a better understanding of certain process and 	<ul style="list-style-type: none"> • Deadlines are met • Deadlines are met and department KPI's are achieved 					

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<p>flagging any shortfall in skills of other staff within the team so that this can be addressed as part of the teams ongoing personal development.</p> <p>The post holder will be expected to and to use his / her initiative to resolve any problems arising and communicate solutions effectively, escalating issues to his / her line manager as appropriate.</p> <p>Plan, improve and streamline existing processes to promote greater efficiency and effectiveness and to support business process improvements.</p>						
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Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	x
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Physical and Mental Requirements

- Physical effort - This post is predominantly a desk based position, though will involve the occasional requirement to stand and move around the office.
- Emotional effort - The role involves dealing with Technical Accounts queries and may result in some emotional effort
- Mental effort - The post involves the delivery of complex calculation on a daily basis and can involve an amount of mental effort and concentration. There are daily, weekly and monthly deadlines. Able to manage priorities under pressure.
- Working conditions - The position is based at ELFS Shared Services Offices in Darwen, and is predominantly desk based. Flexibility in order to meet the needs of the service may be required at busy periods

Teaching Hospital & Learning Organisation

As a teaching hospital and an organisation committed to continuous learning, we offer a broad range of education and training to staff and students/trainees/other learners. All post holders are expected to fulfil mandatory training requirements, engage in continuous learning and support education and training of others commensurate to their role.

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by our organisation
- Trust Standing Financial Instructions
- Working within Data Protection Legislation, Health & Safety at work Act 1974, maintain confidentiality at all times, as required by legislation and our policy

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- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all policies, procedures and initiatives relating to information governance - this will include, but not limited to, data quality improvements, confidentiality and information security
- To take personal responsibility for safeguarding and ensuring the quality of information

Behaviour

The post holder will be expected to:

- Support the aims and vision of our organisation
- Act with honesty and integrity at all times
- Be a positive ambassador for the organisation
- Demonstrate high standards of personal conduct
- Set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the organisational commitment to equality and diversity
- Take personal responsibility for their words, actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Treasury Supervisor

Band: 4

DIRECTORATE / DIVISION: ELFS Business Services

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> Achieved either AAT intermediate, NVQ Level 3 or relevant experience that equates to the qualification. GCSE in Math's & English 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form Interview
Knowledge & Experience	<ul style="list-style-type: none"> Detailed knowledge of Treasury policies and procedures. Experience of team supervision Experience of computerised finance ledger systems 	Significant NHS Finance experience	<ul style="list-style-type: none"> Application form Interview
Skills & Abilities	<ul style="list-style-type: none"> Accurate keyboard/VDU skills Clear written and verbal communication skills, along with effective listening skills. Clear and effective number and numeric reasoning skills. Able to identify problems and their causes Effective communicator both verbally and in writing Demonstrate interpersonal skills. Have high work standards. Work accurately. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form Interview Assessment

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	<ul style="list-style-type: none">• Meet deadlines.		
Values & Behaviours	<ul style="list-style-type: none">• Enthusiastic and motivated.• Team player• Ability to use initiative	<ul style="list-style-type: none">• 	<ul style="list-style-type: none">• Assessment