

JOB TITLE: Senior Finance Officer – Band 5

JOB OVERVIEW

(No more than 3 statement)

- The role provides direct support to the Senior Finance Business Partner and will support provision of a robust financial accounting and reporting system within the Trust
- This will involve ensuring that the Trust's financial activities meet the highest standards of stewardship and probity to comply with corporate governance requirements and corporate finance objectives.

Main Duties of the Job

- The role provides direct support to the Financial Accountant within the Financial Systems and Reporting team and will support provision of a robust financial accounting and reporting system within the Trust. This will involve ensuring that the Trust's financial activities meet the highest standards of stewardship and probity to comply with corporate governance requirements and corporate finance objectives.
- The following are the post holder's main duties:
- To provide high quality support to the Financial Accountant across all tasks, in particular, completing complex reconciliations for all elements of the balance sheet autonomously and investigating any reconciling items, bringing them to resolution & taking action as required. Completion of these reconciliations will be a substantial element of the role and will include VAT, pensions, national insurance, PAYE, salary deduction, accounts payable, accounts receivable, and bank reconciliations.
- To work closely with other NHS organisations to manage the creditor & debtor, income & expenditure positions with the Trust and assist in the regular agreement of balances.
- To chase customers for aged and / complex debts, writing letters and making telephone calls, and then report to the Financial Accountant on the activity undertaken, making suggestions for further action required.
- To advise and assist colleagues in the use of the Trust's Financial Control Procedures in all areas that include month end requirements, use of the purchasing card, and accounts receivable processes.
- To interpret technical accounting standards and NHS accounting rules and practices; and to respond to financial queries, providing advice on financial controls within the Trust.
- To work with colleagues to ensure that the Trust meets all its obligations to HM Customs & Excise regarding employment tax and VAT. This will

involve interpreting complex rules and legislation, and providing advice as required.

- To make an active contribution as a member of the Trust wide finance team, pro-actively sharing knowledge and best practice, and seeking opportunities for professional development as appropriate to needs of the role and the team.
- To gain an operational understanding of the work of the Finance Officer -Systems & and provide a level of cover in the absence of either or during busy periods. This may include use of the Trust's Fixed Asset Management system or assisting with Oracle systems testing.
- To ensure that the Oracle system is updated on a regular basis in relation to income received and expenditure paid out, and information is entered onto the Trust's cash flow forecast.
- To enter payments onto the bank line system and set up standing orders in line with Trust procedures, to write back cheques, deal with queries regarding lost cheques and post the weekly cash book journals into the Oracle system.
- To co-operate with the Trust's Auditors during their review of the finance department's processes and during the annual accounts' audit. This will involve being able to effectively communicate the working practices and complexities of the section and provide documentary evidence supporting balances and transactions.
- To help in the planning of the month and year end timetables, and any financial returns required. This will include assisting in the preparation of the notes to the annual financial statements of the Trust, collating information from a number of different systems and colleagues within the organisation.

Responsible to

Reporting: Finance Accountant

Accountable: Finance Accountant

Professionally: Head of Financial Services and reporting

Main Responsibilities

Communications and Relationships

- Provide to and receive information from internal colleagues and external organisations as required by the Financial Accountant. Discuss and resolve complex queries in a helpful, professional and constructive way, pro-actively offering advice and support. These queries could relate to any aspect of the work undertaken by the Financial Operations team, eg accounts receivable, purchasing card, bank payments or general operating procedures.
- Maintain effective and courteous working relationships with all stakeholders to ensure they receive advice on governance and systems issues that meet best practice guidance. Whilst advice and / responses given may often be contentious, the ability to show flexibility, understanding and empathy with the requirements of the Service will need to be demonstrated.
- Help manage and recover the debts of the Trust which will involve contacting internal and external debtors, communicating contentious and sensitive information, explaining processes and understanding reasons why debts have arisen, and holding often difficult and protracted negotiations regarding repayment amounts and timelines.

Knowledge, Training and Experience

- High standard of IT skills and the ability to interpret a range of information from different sources and provide advice based on data analysis, often within a short timescale. This will include the ability to communicate professionally & effectively.

- Knowledge of all Financial Control Procedures within the department will need to be maintained, including VAT, accounts receivable, general ledger, month end, year end, banking & petty cash.
- Experience in working across all areas of a busy financial accounting environment and of completing complex VAT, bank and balance sheet reconciliations to a high standard and within a tight timeframe, investigating and resolving items to ensure the amounts remaining on the balance sheet are legitimate and appropriate.
- Ability to provide advice on financial performance, accounting standards and financial controls within the Trust. This will involve keeping up to date with technical accounting issues by regularly researching the internet, Welsh Government circulars and documents published by recognised professional accounting bodies. Sharing and analysis of this information may involve communicating sensitive or contentious information with staff both within and outside of the Trust wide finance team.

Analytical and Judgment Skills

- Complete accurately and on a timely basis, complex reconciliations as part of the month and year end closedown processes. This may include detailed and lengthy VAT, bank, national insurance, PAYE, pension, salary deductions and balance sheet reconciliations that will require a high level of understanding and the ability to proactively investigate errors and anomalies without reference to the Financial Accountant.
- Analyse movements on key balance sheet control accounts in order to highlight and interpret key financial trends and investigate any errors which may have occurred, ensuring they are resolved on a prompt and recurring basis.
- Interpret accounting policies, legislation, and Welsh Government instruction and apply them to the Trust's financial activities. Help the Trust negotiate and interpret changes in these rules and other key financial rules, and help adapt financial reporting systems to keep up with these changes.
- Prepare, analyse and compare a range of data and use it to make sound decisions using judgement on a wide range of financial and non-financial issues. These decisions will often be guided by Trust Policies and procedures.
- Assist in the development of best practice for reporting processes based on sound and professional judgement and sensitively initiate change where required.

Planning and Organisational Skills

- Plan and manage own workload to achieve internal and external deadlines and targets. Deadlines will often be tight and could be conflicting, resulting in periods of heavy workload and pressure, requiring substantial concentration. Planning to meet deadlines will often require working across all finance staff within the Trust to ensure clarity and achievability.
- Manage own time to accommodate frequent telephone calls and face to face interruptions requiring an immediate response.
- Ensure the Financial Accountant is aware of any difficulties in meeting deadlines as early as possible and work flexibly where required.

Responsibilities for Financial and Physical Resources

- Responsible for maintaining a cash flow forecast for senior finance staff to use for planning and decision making.

Human Resources

- Provide training regarding own area of work to other staff.
- Supervise temporary staff working within the department if requested by the Financial Accountant.

Policy and Service Development/Implementation

- Assist in preparing and monitoring processes that evaluate, implement and maintain the financial control and systems policies and procedures that will impact across the whole organisation; providing input into the on-going policy development and implementations within the Finance modules. Suggest improvements/adaptations to working systems and procedures to continually improve financial information available.
- Participate in the production and distribution of internal manuals which encourage good accounting practice within all areas of the Trust wide finance team and provide training as required

Responsibility for Information Resources

- Support and assist in the development of the Oracle Finance System across the Trust, with particular emphasis on ensuring a sound control environment to provide timely and accurate financial reports throughout the Trust.
- Have a high degree of IT literacy, and the ability to maximise information systems and reporting tools to regularly produce reports and presentations based on a range of information from a variety of sources for a variety of audiences. Have practical computer application skills and the ability to put together complex spreadsheets for analysing data where use of lookups, filters, pivot tables and various formulating calculations will be required. Use extensive knowledge of creating and amending complex macros to put together large amounts of data and manipulate them as required.
- Support the finance systems function in maintaining all financial systems across the Trust, and assist in testing of system updates when required.
- Design and produce a range of financial reports and databases which meet all user needs at both finance and non-finance levels, thereby improving the standard of financial information and monitoring available within the Trust.
- Prepare and post journals to ensure the general ledger is accurate and up to date.

Research and Development

- Undertake audits of financial information when requested.

Freedom to Act

- Work within set procedures and policies within the Section. Manage own workload within set timetables and agreed outputs with the Financial Accountant.
- Contribute where appropriate on project areas where there may be Velindre NHS Trust wide financial impact.

Physical Effort

- Frequent VDU use is required for this post to produce complex reports and analysis to support decision making.
- Requirement to travel to other offices to attend meetings, and to the bank to pay in receipts.

Mental Effort

- Deadlines will often be tight and could be conflicting, resulting in periods of heavy workload and pressure, requiring substantial concentration.
- A high level of concentration is essential when checking, analysing and reconciling data to prevent any incorrect decision-making which has financial consequences.
- Frequent telephone, email and face-to-face interruptions, which require urgent responses. The post holder will frequently have to adapt to changing priorities and re-focus the work of self and others.
- Interpretation of complex data (large spreadsheets).

Emotional Effort

- Frequent contact with Customers and Suppliers where there will be issues about non –payment or late payments.

Working Conditions

- Normal busy office conditions.
- Required to occasionally work outside of core working hours, for example if assisting with systems testing.

This job description is not exhaustive. The priorities and emphasis may change to reflect service needs. Other work may be required as directed by the Financial Accountant or Financial Services & Accounting Manager.

This represents an outline of the post and is not a precise catalogue of duties/responsibilities.

Qualifications and Knowledge	Experience
Essential AAT member or CCAB Certificate level qualification; or equivalent experience to degree level in a busy NHS financial accounting team Evidence of continuing professional development Able to demonstrate accounting knowledge in areas of financial accounts and financial reporting Use of Financial Accounting Ledger Systems Up to date knowledge of latest accounting standards & recommendations Detailed knowledge of HMRC legislation concerning VAT, PAYE & National Insurance. Desirable (for use in shortlisting) Use of Oracle general ledger systems In-depth knowledge of NHS Finance regime and NHS finance policies.	Essential Experience of working in a financial accounting team Experience of using financial systems Desirable (for use in shortlisting) Experience of NHS Accounting and control processes
Skills and Attributes	Values
Essential	

<p>Excellent communication skills both orally and in writing, include report writing skills. Highly developed analytical skills</p> <p>Demonstrable ability to plan and organise workload, managing competing demands, pressures and deadlines</p> <p>Strong analytical skills with the ability to complete highly complex reconciliations or resolve difficult financial problems</p> <p>Able to demonstrate accounting knowledge in areas of financial accounts and financial reporting</p> <p>Highly proficient in the use of Excel, Word, and MS Outlook</p> <p>Customer service skills with ability to professionally assist and maintain good working relationships with internal and external stakeholders</p> <p>Desirable (for use in shortlisting)</p> <p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading and writing in Welsh</p>	<p>Essential</p> <p>High level of personal integrity</p> <p>Self-motivated, credible, innovative and proactive</p> <p>Good team player with well-developed interpersonal skills</p> <p>Flexible and adaptable to the needs of the service.</p> <p>Committed to self-development</p> <p>Resilient and reliable under sustained pressure</p> <p>Ability to travel across sites within Wales.</p> <p>Able to work flexibly.</p>
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