

NHS Greater Manchester Template Job Description & Person Specification

Job Title:	Finance Advisor
Function/Locality	Finance
Department:	Finance
Accountable to:	Deputy Director of Finance
Responsible to:	As per Structure Chart
Pay Band	6
Work Base:	<p><u>Pan GM roles:</u> The main base is PP3. However, the post holder may be required to work at other locations across GM to meet the needs of the role.</p> <p><u>Locality Embedded Roles:</u> The main base will be in your nominated Locality. However, the post holder may be required to work at other locations across GM to meet the needs of the role.</p>

NHS Greater Manchester Integrated Care (*Standard Statement - to be included in all GM Integrated Care job descriptions*)

Integrated Care Systems (ICSs) are partnerships of health and care organisations that come together to plan and deliver joined up services and to improve the health and wellbeing of people who live and work in their area. Their purpose is to improve outcomes in population health and healthcare; tackle inequalities in outcomes, experience, and access; enhance productivity and value for money and support broader social and economic development in their area efficiency. This will be delivered in neighbourhood, place, combinations of places and GM system.

Our NHS People Promise (*Standard Statement*)

Our NHS People Promise –the promise we must all make to each other, to work together to improve the experience of working in the NHS for everyone. Like many other employers, NHS GM currently has evidence of unwarranted inequalities in the workforce, most notably in relation to minoritised ethnic, female and/or disabled staff and their intersectionality. As a result, we will use positive action measures to bring benefits to our organisation, including a wider pool of talented, skilled and experienced people from which to recruit and a better understanding of the needs of a more diverse range of customers.

We are Compassionate

- We are inclusive, actively promote equality and diversity, and challenge discrimination
- We are kind and treat people with compassion, courtesy, and respect

We are Curious

- We aim for the highest standards and seek to continually improve, harnessing our ingenuity
- We can be trusted to do what we promise
- We will develop our cultural proficiencies, ensuring we deliver well to all our diverse communities

We are Collaborative

- We collaborate, forming effective partnerships to achieve our common goals
- We celebrate success and support our people to be the best they can be

JOB PURPOSE

Greater Manchester Integrated Care is accountable for the quality of care delivered to the residents in Greater Manchester. The Finance Directorate within NHS GM is responsible for implementing and monitoring the delivery of the finance support that underpin high quality healthcare.

The post holder will support the Head of Finance to deliver effective and efficient finance support to NHS Greater Manchester, ensuring compliance with policies and procedures, accounting standards and NHS England requirements.

The areas of responsibility of this role are set out below.

The focus of work may be varied as business needs dictate, and therefore a flexible approach is required.

KEY DUTIES AND RESPONSIBILITIES

- Manage and report on costs within designated portfolio, including month end work, variance analysis and business case work
- Finance lead for nominated contracts both NHS and Non-NHS on behalf of GM ICB
- Link with HR and portfolio managers in the management of establishment and recruitment processes within designated portfolio (if appropriate)
- Support delivery of savings
- Line management of finance staff (as appropriate)
- Support the development of systems and processes and contribute to new and innovative ways of working
- Any other support as required and commensurate to grade for the ongoing provision of the finance function

COMMUNICATION

Discuss complex financial queries with staff and external parties. Provide advice on financial procedures and complex financial information to both financial and non-financial managers. This information may be sensitive or contentious, for example during year end annual accounts or where cost improvement targets have to be met.

Provide assistance and advice to NHS GM Senior managers, customers and suppliers over the telephone and face to face, resolving issues and gaining agreement to pay invoices.

Communicate and negotiate costs, pricing, budgets and forecasts using persuasive skills with a wide range of staff both internal and external to NHS GM at all levels.

Provide and gather information to respond to queries from managers and budget holders, investigating and resolving complex budget and costing queries.

Contribute to the corporate presence of the Finance Team and champion the role of finance across the organisation

INFORMATION RESOURCES, ANALYSIS AND DECISION MAKING

Manage the monthly reconciliations of working papers to the ledger system.

Ensure any uncoded expenditure is dealt with appropriately and any anomalies investigated.

Ensure proper treatment of VAT in relevant transactions.

Analyse complex financial information on I&E ledgers, tracking trends to allow creation and challenge of forecast expenditure. Resolve problems using a range of options.

Forecast complex expenditure, maintaining control of expenditure across a wide range of individual projects and cost centres. This will include using your judgement to correctly allocate costs that span several areas.

Ensure a professional approach in the provision of information.

Ensure that all information is timely and accurate and presented in the appropriate format.

PLANNING & ORGANISATION

Contribute to the production of the monthly finance reports and budget statements, working with and developing complex spreadsheets which will require a high degree of accuracy.

Contribute to the finance department's month end process by ensuring that all relevant working papers are reconciled, and the general ledger updated for the year to date position and forecast within prescribed timescales.

Supervise the junior members of the team, ensuring that they are operating efficiently and effectively.

Contribute to the preparation of the annual budget by liaising with internal stakeholders to prepare financial planning information

PATIENT/CLIENT CARE

To ensure compliance with financial legislation and to comply with data protection requirements to support positive outcomes for patient / client care.

POLICY & SERVICE DEVELOPMENT

Contribute to the establishment and maintenance of the accounting systems, policies and procedures of NHS GM.

Contribute to the review of procedure notes for the service, proposing changes where appropriate.

FINANCIAL & PHYSICAL RESOURCES

Prepare and monitor the monthly financial position and forecast for areas of responsibility, including (but not limited to) the IMT service.

Ensure the correct treatment of VAT when pricing is undertaken for functions' projects, differentiating between customer types as appropriate

Ensure the appropriate recording and reporting of NHS GM expenditure

Responsible for the accurate and prompt coding and processing of invoices within the finance system to support achievement of Better Payment Practice targets.

Reconciliation of all working papers at month end and year end within an agreed tight deadline ensuring clearance of all inappropriate entries.

Provide information where required to the Financial Control Team to support the production of the Statutory Annual Accounts and associated statements.

PEOPLE MANAGEMENT

Undertakes management of the junior staff, including allocating and checking their work.

Assists in the recruitment, appraisal and training of the finance staff within the team.

Delivers finance training and advise on processes and procedures to budget holders.

To set agreed personal objectives for team members.

To regularly review agreed personal objectives with team members.

To support the development of skills and knowledge of new team members, during induction.

To support the development of skills and knowledge of colleagues during periods of change in work practice.

Contribute to the finance department's month end process by ensuring that all working papers and accounts are reconciled, and the correct position reported,

Supervise team members defined by the corporate finance structure, ensuring that the team is operating efficiently and effectively.

Monitor budgets, liaise with other members of the finance team tracking whole time equivalent changes, pay and non-pay variances, reviewing transactions and variance analysis for assigned functional responsibilities.

RESEARCH, DEVELOPMENT & AUDIT

Continually look for opportunities to develop, introduce and improve the systems to assist financial management, monitoring and reporting in NHSGM.

Assist in the development, introduction and improvement of costing systems in NHS GM.

Respond to both Internal and External Audit requests as required within deadlines provided.

GENERAL RESPONSIBILITIES (the following Standard Statements to be included in all GM Integrated Care Job Descriptions)

Infection Control

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the GM ICS policies and procedures which reflect the statutory requirements of the Hygiene Code.

Health and Safety at Work

All employees are required to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions at work and co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

Employees are expected to comply with all confidentiality policies and procedures and to work in accordance with the Data Protection Act 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g., induction, organising refresher sessions for staff when necessary.)

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality may result in disciplinary action, which may include dismissal.

Conflict of Interest

Greater Manchester Integrated Care is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

Employees are expected to work within the principles set out in the GM employment equality policy and other relevant policies:

Equality, diversity and human rights are at the heart of Greater Manchester Integrated Care and everything it does.

Disadvantages experienced by people due to their protected characteristics will be removed or minimised to create an environment in which individual differences and the contributions of all staff are recognised and valued.

Steps will be taken to meet the needs of people from protected groups where these are different from the needs of others and reduce underrepresentation of people with particular protected characteristics and increase the diversity of our workforce, both at an organisational level and within different job roles.

A zero-tolerance to intimidation, bullying or harassment, recognising that all staff are entitled to a working environment that promotes dignity and respect for all.

Act as an agent for change within communities by positioning equality, inclusion and human rights at the heart of local delivery plans. (While this will be achieved in part by being championed at a senior level, it can only be fully achieved through all those working within Greater Manchester Integrated Care recognising and adhering to their own personal responsibilities in this regard).

Take steps to ensure that you understand the rights and responsibilities under the Employment Equality Policy

‘At Risk’ Groups

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and adults “at risk” and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000). To demonstrate an understanding of and adhere to NHS Greater Manchester protection policies.

Standards of dress

All staff are expected to abide by the organisation’s guidance on standards of dress. Any less favourable treatment in dress code because of a protected characteristic could be direct discrimination, therefore, dress codes must not lead to harassment by colleagues or customers. Dress policies for men and women do not have to be identical, but standards imposed should be equivalent. It is best to avoid gender specific prescriptive requirements. Reasonable adjustments should be considered for disabled staff, and reasonable accommodations on grounds of religious belief which could include not applying or adapting dress code requirements, for example where their impact is more onerous on a disabled employee or interferes with an employee’s religious observation. We will be flexible and not set dress codes which prohibit religious symbols that do not interfere with an employee’s work. Transgender employees should be allowed to follow the organisation’s dress code in a way which they feel matches their gender identity.

Standard Statement in all JDs

This job description summarises the main tasks, responsibilities and requirements of the job role. The post holder will carry out any other duties as may reasonably be required by their line manager commensurate with the band of the post.

PERSON SPECIFICATION

Finance Advisor Band 6

The person specification should set out the competencies and other requirements to perform the job to a satisfactory level:

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
PROFESSIONAL REGISTRATION	Professional registration requirements		
QUALIFICATIONS	Hold AAT Technician membership with evidence of continued professional development. Degree Qualification		C C/A
EXPERIENCE	Significant experience within a management accounts background Experience of budget setting and final accounts preparation		A/I A/I
KNOWLEDGE	Strong technical accounting and management accounting skills Knowledge of MS Office systems in particularly Microsoft Excel Knowledge of Financial Ledger systems and complex spreadsheets	Knowledge of NHS Finance regime	A/I A/I A/I A/I

COMPETENCIES	Able to report and forecast expenditure accurately and within reporting timetables.		A/I
	Able to demonstrate ability to work in a multi-disciplinary environment.		A/I
	Excellent communication skills both written and orally with effective interpersonal skills in order to develop good relationships with all professional contacts.		A/I
	Able to provide leadership skills necessary to encourage and motivate staff.		A/I
	Ability to relate to managers and engage them in contentious issues without jeopardising good working relationships.		A/I
	Ability to work within a team and with minimum supervision		A/I
	Problem solving skills and ability to respond to sudden unexpected demands		A/I
	Ability to analyse complex facts and situations and develop a range of options		A/I
	Takes decisions on difficult and contentious issues where there may be a number of courses of action.		A/I
	Must be able to prioritise own work effectively and be able to direct activities of others.		A/I
	Must be able to use initiative to decide relevant actions and make recommendations		A/I
	Ability to make decisions autonomously, when required, on difficult issues, working to		A/I

	tight and often changing timescales	Experience of managing and motivating a team and reviewing performance of the individuals.	A/I
OTHER			

Additional Information

Physical effort	Requirement to carry IT equipment including laptop computer for use in meetings and day to day activities.		
Mental effort	<p>Ability to switch tasks because of competing priorities or because of interruptions or arising situations requiring urgent attention</p> <p>The complexity of this role means that frequent periods of prolonged concentration are required with the ability to demonstrate independence of thought</p>		
Emotional effort	Line management responsibilities will require post holder to be able to deal with staff disciplinary and grievance matters		
Working conditions	<p>Office environment with frequent computer screen use</p> <p>Cross-system travel across Locality / Greater Manchester and beyond</p>		
Date Prepared:	DD/MM/YYYY	Prepared By:	D Abreu-Leadbetter
Agreed by:			
Employee	Name	Date	DD/MM/YYYY
Line Manager	Name	Date	DD/MM/YYYY