



## **OUTLINE JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Directorate Accountant (Financial Management – Clinical/Corporate)</b>
<b>GRADE:</b>	<b>Band 6</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Finance Manager</b>
<b>ACCOUNTABLE TO:</b>	<b>Senior Finance Manager</b>

### **JOB OUTLINE**

To assist in the provision of a Financial Management service to the Trust and its Directorates, and in the preparation of monthly reports to all levels of the Trust on financial matters

To provide a budget control and advisory service to budget holders and managers of the Trust, giving advice and direction where appropriate. To review areas of overspending and to take action, in conjunction with budget managers, to address the issues.

To work closely with Clinical Directors and Directorate Managers to enhance a joint understanding of the operational and financial issues within the Trust, assisting in the preparation of business cases and advising on income generation, costings and profitability.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- 1.1 To provide a budgetary control and financial advisory service for financial and non financial managers of the Trust, giving advice and direction.
- 1.2 To prepare accurate and timely monthly monitoring reports on the income and expenditure position for budget holders.
- 1.3 To analyse budget variances and trends and to formulate and review any corrective action ensuring budget managers are aware of the underlying reasons, and to take action accordingly.
- 1.4 To explain key financial metrics within service line reports in a clear and concise way, working with the Senior Finance Manager to interpret and analyse key issues and trends within these reports to enhance operational decision making.

- 1.5 To produce year-end financial forecasts using complex and sensitive information.
- 1.6 Responsibility for the preparation and agreement of relevant annual budgets as part of the annual Budget Setting Process.
- 1.7 To work closely with Clinical Directors and Directorate Managers to enhance a joint understanding of the operational and financial issues within their unit, working with the Senior Finance Manager to ensure that financial advice and direction reflects the strategic direction of the Trust's business plan.
- 1.8 Assisting Clinical Directors, Directorate Managers and other budget holders in the preparation of business cases, and working with the Senior Finance Manager to ensure that issues around capacity, demand, income generation, costs and profitability are considered
- 1.9 Attending Directorate Meetings, reporting on financial performance and helping to develop an understanding of financial issues at a Directorate level.
- 1.10 To work with, and to communicate to, other members of the finance department, particularly the Senior Finance Managers and the other Directorate Accountants to ensure that a consistent message and decision making process is maintained across the different Directorates.
- 1.11 To review, improve and update all policies and procedures regarding budgetary control and other relevant areas of financial management which may impact on other departments.
- 1.12 To provide financial training to non finance managers, emphasising budgetary control, financial decision making and the links between activity, income and expenditure.
- 1.13 To delegate processing and other appropriate tasks to the Assistant Directorate Accountant, and working with the Financial Management team to maximise efficiency within the department.
- 1.14 Responsibility for approving resources to enable the employment of staff.
- 1.15 To review the financial content of service agreements to/from other organisations, agreeing with the Senior Finance Manager a consistent and appropriate strategy for inflation increases and service developments.
- 1.16 To assist the Senior Finance Manager to model the impact of any major developments within the Directorates which may have a material impact on the Trust's financial position or governance ratings
- 1.17 To produce and assist in the production of financial returns within NHS Timetables.
- 1.18 To act as an authorised signatory where required.
- 1.19 To carry out other duties compatible with the post as directed by the Senior Finance Manager including, but not limited to, support for other Directorates where required.

This is not an exhaustive list of duties and a regular review will take place with the post-holder as part of their ongoing development and performance management.

### **NO SMOKING**

The Trust has a No Smoking policy. All Trust premises are considered as non-smoking zones, other than designated smoking areas.

### **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and could result in prosecution for an offence or action for civil damages under the Data Protection Act 1998.

### **EQUAL OPPORTUNITIES**

The Trust is an Equal Opportunity employer. Its aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, religion, colour, race, nationality, disability, ethnic or sexual orientation, nor to be disadvantaged by conditions or requirements which cannot be shown to be justifiable, including age restrictions.

Please note that it is unlawful to discriminate/harass individuals on any of the above grounds and employees can be held personally liable as well as, or instead of the Trust.

### **HEALTH AND SAFETY**

All staff are expected to follow Trust Policies and Procedures relating to the Health and Safety at Work Act 1974.

### **INFECTION PREVENTION**

Staff will work to minimise any risk to clients, the public and other staff from Healthcare Associated Infection including MRSA and C. difficile by ensuring that they are compliant with the Health and Social Care Act 2008 – Code of Practice for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the Trusts Infection Prevention and Control policies located on the Intranet.

### **SAFEGUARDING**

The Trust supports the safeguarding agenda and is committed to the protection of children and young people. All employees have a responsibility to be aware of both national and Trust policies with regard to safeguarding and must adhere to them at all times

### **PROTECTION OF VULNERABLE ADULTS**

The Trust is committed to ensuring vulnerable adults are protected and come to no harm. All employees have a responsibility to be aware of national & local policies, their individual responsibilities with regards to the POVA agenda.

## **STANDARDS OF BEHAVIOUR**

As a member of staff, you must be committed to the delivery of high quality services for our patients, including their right to be treated at all times with dignity and respect

## **STAFF MANAGEMENT AND DEVELOPMENT**

To be responsible for putting in place mechanisms for monitoring the Trust policies, procedures and protocols are routinely being followed by staff

To undertake annual appraisal and develop personal development plans for all staff for whom you have line management responsibility

## **STAFF ENGAGEMENT**

To engage with all staff on the design and delivery of services. This means listening to and involving staff in decisions that affect them and the service that they provide.

Note: This job description is an outline only and may be amended to take account of changes within the department following discussion with the postholder.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

## **CARBON FOOTPRINT**

Every staff member has a responsibility to contribute to the reduction of the Trust's carbon footprint through their actions at work and their travel to and from work. All staff must ensure they minimise consumption of energy and reduce unnecessary transport, waste and water usage during the course of their duties.

**I agree that this job description is an accurate reflection of my current role and responsibilities.**

**Signed:** ..... **Date:** .....  
**Post holder**

**Signed:** ..... **Date:** .....  
**Line Manager**