

## **JOB DETAILS**

**Job Title:** Assistant Business Partner Accountant

**Grade:** Band 8a

**Hours of Work:** 37.5 hours per week (Full Time)

**Annual Leave:** 28 days rising to 34 after 10 years service  
Aneurin Bevan University Health Board

**Department:**

**LHB Function:** Finance Department

**Base:** Royal Gwent Hospital

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## **ORGANISATIONAL ARRANGEMENTS**

**Accountable to:**

1. (Managerially) Business Partner Accountant – Scheduled Care and Clinical Support Services Divisions
2. (Reporting) Business Partner Accountant – Scheduled Care and Clinical Support Services Divisions
3. (Professionally) Director of Finance

**Responsible for:** 6 members of the Scheduled Care and Clinical Support Services Business Partner Finance Team

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## **JOB PURPOSE**

Provide comprehensive senior Finance support to the Scheduled Care and Clinical Support Services Divisional Management teams and the Scheduled Care and Clinical Support Services Division's Clinical and non-Clinical Directorate management teams, to aid the achievement of the overall

objectives of the Health Board, undertaking regular meetings with budget holders and management teams.

Provide timely consolidated Divisional and Directorate financial reports to managers, including graphical illustrations, as part of the monthly and annual reporting processes.

Lead on the development and maintenance of integrated financial and nonfinancial systems to support reporting requirements, reviewing alternatives.

Manage liaison with internal and external auditors on the execution of plans to address agreed recommendations and to achieve appropriate assurance in doing so.

Manage all the financial aspects relating to the Health Board's delivery of RTT targets ensuring a robust link between activity and finance.

Provide financial planning advice drawing on performance monitoring information including activity variances to aid forecasting, and the identification & realisation of savings.

Deputise for the Scheduled Care and Clinical Support Services Business Partner Accountant.

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## **DUTIES AND RESPONSIBILITIES**

Plan and oversee the preparation of weekly, monthly and annual finance reports as required by the Business Partner Accountant, Assistant Director of Finance and Finance Director, adapting formats to meet their changing needs.

Communication will take a number of forms, oral, written and presentations (both formal and informal), both within the Health Board and to other organisations. This will require the post holder to convey highly complex and sensitive information, analysis and reports clearly, persuasively and accurately.

Develop and maintain good working relationships with the Aneurin Bevan Corporate Finance team, Corporate Planning team, Corporate Performance team, Information team, the Scheduled Care and Clinical Support Services Division's Management team, and the Scheduled Care and Clinical Support Services Division's Clinical and non-Clinical Directorate management teams.

Advise senior budget holders on the financial implications of various options, influencing expenditure decisions and negotiating settlements with external service providers from the private, public and Charitable sectors.

Lead the co-ordination of the Scheduled Care and Clinical Support Services Division budgets taking account of demographic and service demands in setting realistic annual budgets that engage Clinical Management teams.

Liaison with internal and external auditors, taking responsibility for agreeing and implementing organisational changes to relevant policies, processes and systems such that audit assurance is achieved and maintained.

Organise, plan and prioritise personal workload to meet objectives and deadlines.

Ensure full compliance with all financial procedures issued by Aneurin Bevan University Health Board. Comply with corporate governance policies and procedures including standing financial instructions.

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### **Job Description Supplementary Information**

**Physical Effort** e.g. level, duration and frequency of lifting, carrying, walking, sitting, standing, etc.

- Frequent requirement to sit and use a PC for long periods of time undertaking complex analytical analysis.

**Mental Effort** e.g. level, duration and frequency of concentration, unpredictability, deadlines, interruptions, etc.

- There is a requirement for intense concentration and a frequent requirement to concentrate for prolonged periods, whilst dealing with a high level of interruptions, leading to an unpredictable workload, and a need to often switch tasks at the request of a third party.

**Emotional Effort** e.g. level, duration and frequency of distressing and emotionally demanding situations.

- Work to fixed internal and external deadlines which on occasion may conflict and cause short term pressure to complete specific tasks.
- Periodic requirement to follow up external organisations for outstanding data.

**Working Conditions** e.g. level, duration and frequency of working in and with unpleasant, hazardous, toxic, cramped, continuous similar, awkward, extreme weather and temperature conditions, etc.

- Exposure to unpleasant working conditions is rare.

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## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager/supervisor.

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## **REGISTERED HEALTH PROFESSIONAL**

All employees of the Health Board who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.

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## **SUPERVISION**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

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## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Health Board that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

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## **RECORDS MANAGEMENT**

As an employee of the Health Board you are legally responsible for all records that you gather, create or use as part of your work within the Organisation (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Health Board). You should consult your manager if you have any doubt as to the correct management of records with which you work.

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## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its legal duties and to report any hazardous situations or defective equipment.

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## **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## **CONFIDENTIALITY**

All employees of the Health Board are required to maintain the confidentiality of members of the public and members of staff in accord with Health Board policies.

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## **EQUALITY**

The Health Board will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for *his* or *her* own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person.

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**The Health Board is a non-smoking environment.**

**PERSON SPECIFICATION**

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD**

**Job Title:** ASSISTANT BUSINESS PARTNER ACCOUNTANT

**Grade:** A4C 8A

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	CCAB qualified	ECDL	Certificates
<b>EXPERIENCE</b>	Substantial experience of managing a finance environment.  Demonstrable experience of delivering to strict deadlines.  Proven ability to work effectively with non financial staff.	Experience of change management	Application form Interview References
<b>SKILLS</b>	Advanced analytical & judgement skills, particularly in relation to option appraisal and business case preparation and evaluation.  Ability to prioritise effectively.  Effective interpersonal skills.  Effective organisational skills.  Excellent numeracy, written and verbal communication skills.	Spoken or written Welsh language.  Advanced skills in the use of Excel and other MS office packages in a business environment.	Application form Interview References

<b>KNOWLEDGE</b>	<p>Significant experience of using computerised accounting packages</p> <p>Highly developed specialist knowledge of the NHS financial regime and associated policies.</p>	<p>Excellent knowledge of database and spreadsheet packages</p> <p>Knowledge of NHS Annual Accounts processes and the Oracle ledger system.</p> <p>Knowledge of associated key legislation</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>PERSONAL ATTRIBUTES</b>	<p>Confident with a pleasant disposition.</p> <p>Able to prioritise work and work to deadlines.</p> <p>Can work effectively with people with diverse skills, abilities and experience.</p> <p>Commitment to teamworking.</p> <p>Self motivated, proactive and innovative.</p>	<p>Willing to learn and implement new skills.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>INTERESTS</b>			<p>Application form</p> <p>Interview</p> <p>References</p>
<b>OTHER</b>	<p>Flexible, able to work occasional long hours to meet important deadlines.</p> <p>Ability to meet the geographical requirements of the post.</p>		<p>Application form</p> <p>Interview</p> <p>Document Check</p>