

## SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

### JOB DESCRIPTION

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|------------------------|------------------------------|
| <b>JOB TITLE:</b>      | Finance Analyst              |
| <b>BAND:</b>           | 4                            |
| <b>BASE:</b>           | The Shrewsbury Business Park |
| <b>DIRECTORATE:</b>    | Finance                      |
| <b>RESPONSIBLE TO:</b> | Assistant Finance Manager    |

#### ROLE SUMMARY:

To assist in providing a comprehensive financial management service.

#### MAIN DUTIES AND RESPONSIBILITIES

1. Provision of operational financial advice and information to service managers and their support teams.
2. Responsibility and accountability for financial advice provided.
3. To use and interrogate financial (Oracle) and non-financial systems as appropriate.
4. Prioritise and manage workload in order to meet required timescales.
5. Preparation of monthly budget reports within agreed plans and available resources within specified timescales, including understanding the key cost drivers to provide forecasting information.
6. Timely investigation of variances and trends in expenditure and agreement on appropriate timely action with the relevant manager / budget holder.
7. To undertake development, analytical and special project work as directed by the senior finance staff.
8. To assist in the budget setting process within defined timescales and to monitor and assess the financial impact of pay awards, activity levels and developments.

9. Use appropriate communication channels – meetings, oral, and electronic - to liaise with departmental managers.
10. To liaise with external bodies as required and assist in providing information for statutory returns.
11. Provide training and awareness of financial issues to non-financial staff, when required.
12. Ensure end-of-year procedures are adhered to and relevant information available for audit purposes.
13. Ensure up-to-date with current NHS developments and issues within area of responsibility.
14. Ensure that duties are carried out in accordance with Generally Accepted Accounting Principles and within the Trust's Standing Financial Instructions.

This job description is a summary of the main responsibilities and is not intended to be an exhaustive list of duties or tasks.

It should be noted that the Finance Analyst posts within the operational Finance team are interchangeable and that team roles and responsibilities are flexible in order to meet changing needs of the service and individual development needs.

It will be reviewed with the postholder from time to time and may be amended to reflect changes in the Trust's Finance Department.

### **Health & Safety**

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### **Infection Prevention and Control**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you

- must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

### **Professional Standards and Performance Review**

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

### **Continuous Improvement**

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.