

JOB DESCRIPTION

Job Details:

Job Title:	Apprentice Assistant Financial Accountant (Financial Reporting & Capital)
Band:	Apprentice
Location:	Rouen Road, Norwich
Department:	Finance Department
Managerially Accountable to:	Finance Manager
Professionally Accountable to:	Deputy Director of Finance

Note

This job description describes the role that an apprentice will be working towards during the training period.

Supervision and support (direct and indirect) will be provided during all tasks, with progression being dependent on the completion of set objectives throughout the 18 months. This will enable the apprentice to work within the organisation to gain confidence, experience and build a portfolio of evidence for apprenticeship accreditation.

Job Purpose

The post holder will assist and support the Finance Manager and the Financial Reporting & Capital team in the provision of:

- Maintaining the Capital Asset Register and reporting in a timely manner
- Preparing the main statements of financial accounts
- Reporting the performance of the Trust both internally and externally
- Monitoring and reporting of the PFI

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

Overview of Essential Responsibilities

1. Support the Deputy Finance Manager in maintaining the system for the control of all capital expenditure; ensuring this is up-to-date and accurate.
2. Support the maintenance of the capital asset register and ensure an audit trail of any changes.

3. Run reports and send out invoices using Purchase Invoice Manager (PIM).
4. Review of capital requests to ensure sufficient funding is available, ready for sign-off by the Deputy Director of Finance.
5. Assisting with month and year end accounting processes.
6. Support the maintenance of financial records in respect of the PFI contract for the Norfolk and Norwich University Hospital.
7. Assist in the preparation of monthly returns to the Trust's regulator: NHS Improvement.
8. Assist in the reconciliation of control accounts on a monthly basis, and ensure that all outstanding items are cleared, with full explanations on reconciling differences.
9. Ensure all accounting records, systems and files are accurately maintained.
10. Contribute to the broadening of financial awareness across the Trust.
11. Help to ensure that the month end timetable is achieved and provide assistance to other teams if required.
12. Assist with the completion of the Trust's annual accounts and year-end processes.
13. Provide cover for other team members during periods of absence.
14. Attend Finance Team meetings where appropriate.
15. Other duties and responsibilities of the post will be flexible and will be reviewed by the Finance Manager.

Functional Requirements			
Direct face to face patient contact	No	Blood/body fluid exposure	No
Exposure prone procedures (EPP)	No	Prevention and management of aggression	No
Manual handling	No	Crouching/stooping or kneeling	No
Night working/shift work	No	Frequent hand washing/wearing gloves	No
VDU user	Yes	Chemical sensitisers	No
Driving patients	No	Noise	No
Other (please state)	No		

<u>Job Specification:</u>		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
Qualifications/training and professional development		
Undertake and successfully complete Level 3 Assistant Accountant Apprenticeship within the 18-month contract of employment	Essential	Application Form / Interview
5 GCSEs at C/4 or above (or equivalent) – ideally to include Maths and English	Essential	Application Form / Interview
Achievement of Functional Skills (Maths/English) will be a mandatory requirement if necessary	Essential	Application Form / Interview
Experience		
Experience of working with people	Desirable	Application Form / Interview
Skills, abilities and knowledge		
Excellent communicator	Essential	Application Form / Interview
Good interpersonal skills	Essential	Application Form / Interview
Good organisational skills	Essential	Application Form / Interview
Flexible - able to multi-task and prioritise	Essential	Application Form / Interview
IT skills	Essential	Application Form / Interview
Team worker	Essential	Application Form / Interview
Understanding of the need for confidentiality	Essential	Application Form / Interview
Knowledge of Microsoft Excel	Essential	Application Form / Interview
Knowledge of Microsoft Outlook, Word, and PowerPoint	Desirable	Application Form / Interview
Knowledge of management accounts processes and budgetary controls	Desirable	Application Form / Interview

Attitude, aptitude		
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application Form / Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application Form / Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.