

# Job Description

## Finance Directorate

**Job Title:** Advanced Apprentice Finance Assistant

**Band:** Trust Apprenticeship pay scale for the first 18 months followed by the appropriate National Minimum Wage for the remaining apprenticeship, plus set rate for Travel and Meal allowance (currently £6.10 per day worked/attended provider)

**Accountable To:** Head of Finance – Corporate Directorates

**Reports To:** Project Accountant – Corporate Directorates

### OUR VALUES

#### CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

#### HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

#### ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

### Job Summary:

On an NHS Finance Apprenticeship, the post holder works towards their AAT Level 3 qualification whilst gaining the skills, knowledge and experience necessary to pursue a career in Finance. Your working week will include day release for studies at college where you will work towards your AAT (Association of Accounting Technicians) qualification.

Over the period of your Apprenticeship, you will rotate around the different teams within the Finance Department, including Costing, Management Accounts and Income, to help you gain exposure to the different aspects of NHS Finance. You will support the teams within the guidelines of the Trust policies & procedures, and contribute to the efficient and effective running of the department.

You will be supported in the role by a direct line manager, a mentor and a college supervisor.

## **Knowledge and Skills**

### **Communication and Relationship Skills**

- Ensures information is conveyed to budget holders and colleagues in a timely and understandable manner
- Maintain effective communication and teamwork within health group financial support teams

### **Knowledge, Training and Experience**

- Undertake the Level 3 (Advanced) Apprenticeship in Accountancy (AAT) within the 18 month period; meeting regularly with an assessor, undertaking day release for study, completing assignments/portfolio (including work in own time) and attending any scheduled examinations/tests
- Completes all statutory and mandatory learning required of the role
- Ensures Trust policy and regulations are adhered to
- Participate in an Appraisal, objective setting and personal development
- Be aware of, and follow, the Trust values and behaviours

### **Analytical Skills**

- Assist in the development of Departmental standards
- Ensure work is prioritised, making a daily assessment of time sensitive issues, escalating concerns to managers when necessary.

### **Planning and Organisational Skills**

- Ensure good office practice is maintained and promoted
- Ensure that office protocols are adhered to on a day-to-day basis

## **Responsibilities**

### **Responsibilities for Policy and Service Development**

- Contributes and comments on policies and procedures affecting the department
- Follows policy and guidelines informing members of the team of any changes

### **Responsibilities for Financial and Physical Resources**

- Assist in the maintenance and update of the General Ledger and the provision of timely, accurate and relevant financial information for budget holders
- Create, maintain and distribute monthly financial performance reports used by to budget holders

- Analyse financial data using the various computerised financial systems and responds to basic financial queries from budget holders
- Work within the strict guidelines and policies contained with the Trust's Standing Financial Instructions and Standing Orders

#### **Responsibilities for Staff/HR/Leadership/Training**

- Undertake mandatory education, learning and development according to Trust policy as well as the apprenticeship pathway
- Attend appropriate education, learning and development activities as identified in the Performance and Development Review (PDR)

#### **Responsibilities for Information Resources**

- Communicates and delivers accurate and timely records relating to finance/financial performance in accordance with trust policy
- Maintain complete confidentiality with regard to all issues
- Ensure Senior Staff are made aware of any workload problems or any potentially difficult or sensitive issues
- Ensure compliance with Trust, National and Legal Policies and Procedures

#### **Freedom to Act**

- Take appropriate action to clarify points of detail to ensure sufficient information is available for management action, or to action if appropriate

#### **Effort and Environment**

##### **Physical Effort**

- Significant use of IT/office equipment
- Practices safe moving and handling procedures associated with office duties

##### **Mental Effort**

- The post holder is required to be adaptable to the changing priorities

##### **Working Conditions**

- The post holder will work in an office environment, and will be required to follow all associated health and safety protocols

#### **Health and Safety**

- In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the work place. You must so-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others
- As a Trust employee, you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use equipment

when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager

- You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit
- You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary
- You are required to review all risk assessments periodically and particularly when staff and/or equipment changes, monitoring the effectiveness of any control measure implemented
- You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit

### **Infection Control**

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organization. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

### **Sustainability**

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

### **Safeguarding**

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee\* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies, which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

# Person Specification

**Job Title:**

**Department:**

Requirement	Essential	Desirable	How Assessed
<b>Qualifications</b>	GCSEs (Grade A to C) in English and Mathematics	IT Qualification e.g. BTEC, ECDL, Functional Skills, GCSE GCSE/AAT Level 2 in Accountancy 1 A Level in a relevant subject i.e. Accountancy, Mathematics or Economics	Application Form Certificates
<b>Experience</b>	No formal experience in a work environment in an employed capacity is required, however; Experience of working as part of a team Experience in using Spreadsheets Ability to work on own initiative when/where appropriate Undertake and commit to achieving the Accountancy Apprenticeship within the 18 month programme	Work experience in a setting where Numeracy, Literacy, Team Working and Communication skills have been used effectively	Application Form Interview/References Assessment Centre
<b>Skills, Knowledge and Ability</b>	Able to make simple decisions, in line with agreed Policies and Procedure e.g. prioritisation of work, appropriate release of sensitive information. Able to clearly interpret oral or written information and instructions. Able to communicate	Ability to operate office equipment e.g. telephone, PC, photocopier etc.	Application Form Interview/References Assessment Centre

	<p>information in a clear and logical manner.</p> <p>Able to plans own day, works flexibly to get the job done on time, and ensures work is carried out to quality standards.</p>		
<b>Other Requirements</b>	<p>Conscientious, honest and reliable</p> <p>Good timekeeper</p> <p>Team player</p> <p>Proactive and positive approach to dealing with internal and external customers and work colleagues</p> <p>Proactive and positive and constructive approach to team working</p> <p>Treats all people equally, fairly and with dignity and respect.</p> <p>A flexible approach with regard to work matters</p>		<p>Application Form</p> <p>Interview/References</p> <p>Assessment Centre</p>