



## North East Ambulance Service NHS Foundation Trust

### Role Description

<b>Job Title:</b>	<b>Management Accountant</b>
<b>Pay Grade:</b>	<b>AfC - Band 5</b>
<b>Accountability:</b>	<b>Head of Financial Reporting and Planning</b>
<b>Directorate:</b>	<b>Finance and Digital</b>
<b>Date:</b>	<b>March 2017, (updated 9<sup>th</sup> May 2023)</b>
<b>JE Reference No:</b>	<b>NEAS2017_025RR</b>

#### **Job Summary**

- To assist the Financial Performance Manager in providing an effective financial management service to the Trust. This includes the preparation and monitoring of annual revenue budgets in line with approved Trust Business Plans, and supporting budget holders to make better decisions based on the financial information and the advice they receive for the ultimate benefit of the patients we serve.
- To provide financial information and data that assists in the production of regular monthly and quarterly finance reports to the Trust Board and NHS Improvement.

#### **1. Key Result Areas**

- 1.1 Providing high quality financial information and advice to budget holders with the aim of improving decision making for the benefit of the service and ultimately the patient.
- 1.2 Providing financial information for the preparation of monthly financial reports in advance of the internal meetings, ensuring all relevant accurate accrual and prepayment adjustments have been made in accordance with the trusts policies and procedures.
- 1.3 Analyse and investigate variances from Trust Plans and recommend appropriate corrective action to the Head of Financial Reporting and Planning/Financial Performance Manager and Deputy Director of Finance, taking appropriate remedial action to rectify anomalies.
- 1.4



- 1.5 Provide major assistance in the preparation of the annual Trust revenue budget and development of the Trust Budget Setting Process in accordance with internal protocols and audit recommendations. Assisting in the preparation of rolling budget forecasts for Trust senior management.
- Ensuring financial management systems and procedures maintain standards of internal financial control and minimise financial risk to the organisation. Also, ensuring that actions arising from Internal Audit reports are actioned, implementing new policies and procedures where required for the management.

## **2. Functional Responsibilities**

- 2.1 Providing a high quality financial management service to all managers of the trust giving professional financial advice based on experience and knowledge and making appropriate recommendations on budgetary control in accordance with of trust protocols and procedures. The aim of this is to improve financial decision making for the benefit of the service and ultimately the patients we serve. Providing financial information for the preparation of monthly financial reports in advance of internal meetings, ensuring all relevant accurate accrual and prepayment adjustments have been made in accordance with the trusts policies and procedures.
- 2.2 Analyse and investigate variances from Trust Plans and recommend appropriate corrective action, taking appropriate remedial action to rectify anomalies.
- 2.3 Provide assistance in the preparation of the annual Trust revenue budget and development of the Trust Budget Setting Process in accordance with internal protocols and audit recommendations. Assisting in the preparation of rolling budget forecasts for Trust senior management.
- 2.4 Assisting in the negotiation of savings targets and cost improvement programmes and identifying any relevant cost pressures with budget managers, then taking appropriate action to ensure any decisions are reflected in final agreed revenue allocation.
- 2.5 Continual monitoring and development of the Trust's financial management and budgeting systems to enhance the quality of the information produced. Adjusting systems to allow flexibility in both the monthly financial reporting cycle and the annual Budget Setting timetable.
- 2.6 As part of the Trust Business Planning processes, provide financial information and advice in the preparation of effective short and long-term financial plans. Providing specialist financial advice and information to trust managers for ad-hoc projects as and when required.
- 2.7 Providing support to the Financial Management Department.
- 2.8 Ensuring financial management systems and procedures maintain standards of internal financial control and minimise financial risk to the organisation. Also, ensuring that actions arising from Internal Audit reports are actioned, implementing new policies and procedures where required for the management accounts department.



- 2.9 The job description aims to set out the main tasks and duties of the post, however this is not an exhaustive list, as you may be required to carry out additional work from time to time.

### **3. Key Working Relationships**

#### **Internal**

Financial Performance Manager  
Head of Financial Reporting and Planning  
Assistant Director of Finance for Transformation  
Deputy Director of Finance  
Director of Finance and Digital  
Trust Budget Holders  
HR Department  
Trust Senior Managers  
Other Finance Staff

#### **External**

External Audit  
Internal Audit

#### **Accountability**

Accountable to the Head of Financial Reporting and Planning, the post holder will work closely with the Financial Performance Manager and other staff within the Financial Management Department.

#### **Other Duties**

The above is only an outline of the tasks, responsibilities and outcomes required of the role. The post holder will carry out any other duties as may reasonably be required by their line manager.

#### **Confidentiality**

The post holder will be expected to maintain the complete confidentiality of all material and information to which they have access and process.

#### **Equality and Diversity**

Ensure compliance with equality and diversity legislation and display active commitment to the need to ensure equality of opportunity and the benefits of diversity.

When in contact with colleagues, patients, visitors, volunteers, contractors and people from other organisations, ensure that they are treated with respect and consideration and their dignity is maintained



### **Infection Control**

It is your responsibility to adhere to infection control policies in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with NEAS policy. You must contribute to the cleanliness of the work environment and keep it “clutter free” and tidy. You must also attend all mandatory training and updates to ensure you receive training appropriate to your role.

### **Professional Code of Conduct**

To abide by the Code of Practice of Professional body as published by the relevant regulatory body.

### **Data Protection**

The post holder must, if required to do so, process records or information in a fair and lawful way. They must hold and use data only for the specified, registered purposes for which it was obtained and disclose data only to authorised persons or organisations.

### **Corporate Governance**

The post holder must, always act honestly and openly and comply with relevant corporate governance requirements, employment legislation, standards of business conduct, codes of openness and accountability.

### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and accordingly must avoid any behavior which discriminates against colleagues, potential employees, patients or clients on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership or disability.

### **Health and Safety**

Under the Health and Safety at Work Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the organisation and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.

### **Flexibility**

The Trust is currently working in a climate of great change within the NHS. It is therefore expected that all staff will develop flexible working practices to be able to meet the challenges and opportunities of working within the new NHS.



## **Risk Management**

Support the implementation of the Trust's Risk Management Strategy. Help the Trust meet its risk management obligations by being aware of hazards and risks within their work environment and working with the Risk Officers for the reduction and removal of unacceptable risks. To advise on the inclusion of business and financial risk within the appointed risk appetite framework for inclusion on the overall Trust Risk Register as appropriate.

## **Safeguarding**

Safeguarding is everyone's responsibility. It remains the responsibility of every NHS organisation and each individual healthcare professional working in the NHS to ensure that the principles and duties of safeguarding adults and children are holistically, consistently and conscientiously applied with the needs of adults at risk or abuse or neglect at the heart of all that we do.

All staff must ensure compliance with Safeguarding Children and Adults Policies and multi-agency procedures in accordance with the legislative requirements of Safeguarding Children and Safeguarding Adults Boards across the region.

## **Duty of Candour**

All staff working within NEAS have responsibility to adhere to our organisation's policies and procedures around duty of candour, regardless of seniority or permanency. Duty of Candour is a legal duty placed on NHS bodies, which came into force in November 2014. Duty of Candour is everyone's responsibility, it is about being open and honest with people who use our services when things go wrong; NEAS embraces the ethos of Duty of Candour and this is demonstrated through acknowledging, apologising and explaining when things go wrong. All staff working within NEAS have responsibility to adhere to our organisation's policies and procedures around duty of candour, regardless of seniority or permanency.

NEAS promotes at all levels an open and transparent approach with service users about their care and treatment, including when it goes wrong, this is an integral part of our culture of safety to support organisational and personal learning.

## **Personal**

This job description outlines the duties as currently required but may be amended to reflect future developments in the service and the impact of new technology on the role. Appropriate training will be provided to support essential additional skills required.

We take pride in knowing everyone that works within the Trust contributes to Our Vision to provide 'Unmatched quality of care, every time we touch lives'. We also want people to join us who can display outstanding behaviours which uphold our Organisational Values:

- ✓ Making a Difference Day in Day out



- ✓ Take Responsibility and Be Accountable
- ✓ Strive for Excellence and Innovation
- ✓ Respect
- ✓ Compassion
- ✓ Pride

**Agreed and Approved:**

Job

Holder's Signature ..... Date .....

Line Manager's

Signature ..... Date .....



## PERSON SPECIFICATION

**JOB TITLE: Management Accountant**

**DIRECTORATE: Finance & Resources**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION, QUALIFICATIONS AND TRAINING</b>	AAT qualified or demonstrable knowledge, experience, and expertise in a financial management role or studying towards a professional CCAB-approved Finance qualification.	CCAB-approved Finance qualification.
<b>KEY SKILLS, KNOWLEDGE AND APTITUDE</b>	<p>Possess excellent analytical skills to enable detailed interpretation of financial and statistical data.</p> <p>Extensive knowledge of computerised financial accounting systems is essential, as is a proficiency in the use of spread sheets, together with a good understanding of Microsoft Office.</p> <p>Experience of working with budget holders and providing a high quality customer focused service.</p>	Working knowledge of Oracle.
<b>EXPERIENCE</b>	Extensive experience of budgeting systems and forecasting gained within a large, complex financial environment.	Day to day supervision of staff, including performance reviews.
<b>DISPOSITION / PERSONAL ATTRIBUTES</b>	Have the ability to work on their own initiative and as part of a team, as required.	
<b>SPECIAL REQUIREMENTS / OTHER</b>	None.	