



## JOB DESCRIPTION

### 1. General information

JOB TITLE:	<b>Assistant Management Accountant</b>
GRADE:	Band 5
DIRECTORATE:	Finance
HOURS OF WORK:	37.5 hours per week
RESPONSIBLE TO: (line manager)	Senior Management Accountant
ACCOUNTABLE TO:	Associate Director – Financial Management & Planning
BASE:	Pinewood

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*

A handwritten signature in black ink, appearing to read 'Ify'.

Ify Okocha

Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## 2. Overview of the Post

The Assistant Management Accountant will provide a management accounting service to the Senior Finance Managers (SFMs) across a range of cost centres/directorates to assist the SFM in delivering robust operational and financial management whilst improving cost effectiveness. The post holder will ensure the provision of an accurate and timely finance and management accounting information service to SFMs.

The post holder will engage with clinical leads, managers and support staff within their areas of responsibility in order to deliver financial information and advice to support effective financial control and management decision making.

The post holder will be responsible for month-end and year-end financial reporting consistent with Generally Accepted Accounting Principles (GAAP). This will require the acquisition and application of intelligence gained through interactions with key stakeholders within the organisation. The post holder will also support in respect of responses to auditors and contribute to detailed financial planning and the provision of financial information in respect of decision making. This will involve supporting complex financial modelling (e.g. budgeting) and costing. The post holder will contribute to the production of financial returns to external organisations as appropriate to their role.

## 3. Key Task and Responsibilities

### Month End

Takes responsibility for the month end process, supervising the production of month end information to meet strict deadlines. Constantly improving systems and processes within and beyond own area.

1. To prepare and to input into the ledger system journals and virements necessary to report an accurate financial position at month-ends and year-end and in accordance with GAAP.
2. To produce working papers and analysis in support of month-end and year-end reporting
3. To ensure that income and expenditure are correctly classified within the Trust's ledger and undertake remedial actions where they are not.
4. To assist in the final accounts process and to support the completion of the Trust's annual accounts.
5. Involved in the constant review of the various systems and processes used by the Trust including Excel, Access, Word, PowerPoint, Crystal and Integra in order to introduce more effective ways of working.

6. To ensure that monthly financial statements are produced and disseminated to budget holders to agreed timescales
7. To analyse and report on financial performance including variances from budget, calculated forecast spend and changes in spend over extended periods of time
8. To meet with budget holders in respect of financial performance and remedial actions where necessary
9. To use expertise and theoretical knowledge in a range of accounting areas, including, Payroll agreements, VAT, coding structures, financial procedures, Standing Financial Instructions, Standing Orders, financial reconciliations and balances, finance computer systems and ledgers, and local knowledge that effects the Group in order to prepare and input accurate reversible and standard journals into the financial ledger where necessary, ensuring a proper audit trail, detailed working papers and journal descriptions. Ensuring that all areas are reported accurately.
10. Support the production of financial year-end projections based on accounting practice and knowledge, liaising with appropriate staff to ensure robustness of information.
11. Develop working routines and working documentation for month end.
12. Oversee collation and issue of budget reports to budget holders. Deal and resolve queries ensuring on going solutions.
13. To assist senior finance staff in the integrity of the financial ledger, ensuring costs are clearly and correctly coded, analysed and recorded. All queries are either resolved or referred to the appropriate person.
14. Proactive in identifying financial issues to budget holders and work with them to come up with solutions. Provide regular feedback to relevant staff on the issues and their solutions.
15. Maintain query/action log covering monthly meetings with budget holders and to follow up on the queries.

### Outreach

Input into the operational running of the Trust, ensuring that resources are being used efficiently and effectively.

1. Support budget holders, directorate Senior Finance Manager and wider directorate team in ensuring that resources are utilised in an efficient and effective manner. Proactively report and help solve potential problem areas, which may often be sensitive and contentious.
2. Liaise with directorate staff on financial reporting and queries providing advice on complex financial and corporate issues to non-financial managers. Liaise and support budget holders through various means (written, verbal, face to face meetings), confirming accuracy of reports and sensitive information on nominal rolls. Complete actions from these in a timely manner.
3. Improve existing information flows and establish new sources/flows of information
4. Work with other NHS and external organisations over cost and service issues, in a manner that underlines the good reputation of the Trust.

5. Train staff to improve their understanding of financial management, budgetary management and financial systems, in order for them to improve their skills as budget holders.
6. Carry out where relevant costings of skill mix changes and directorate restructures, taking into account financial and directorate knowledge.
7. Identify cost pressures, validate and quantify the issues and assist in identifying and monitoring the solutions.
8. To prepare cost analysis for budget holders and managers to inform decisions about the use of resources, including staffing levels
9. Support identification of opportunities to cut costs, avoid costs or generate further income.
10. Participate in the production of business cases, understanding the implications to the service, identifying the issues that need to be addressed and ensuring that all submitted costs are accurate and comprehensive. This will require local and professional knowledge.

### Income

Looks for income opportunities and understands the impact of contracted patient activity on the service (where relevant).

1. Ensure that all relevant non-patient related income streams are identified, and that invoices are raised and recorded accurately on a regular and timely basis in order to maintain the Trusts cash flow, improving current practises where necessary.
2. Work closely with Financial Management Central Team to look for income opportunities and have an input to the process needed to attract this income.
3. Supervise the collation of income and expenditure relating to the trading activity and produce the trading accounts.
4. Monitor contracted patient activity, identifying variance from plan and the reasons behind the variance. Ensure the accuracy of this information.

### Budgets

Working closely with the SFM and the Central Finance team, participate in budget setting process for the directorate, allocating work and identifying areas of improvement.

1. Responsible for the preparation of future budgets, in conjunction with budget holders, ensuring adequate audit trails and controls are maintained on a cost centre level.
2. Assist with drawing up directorate finance plans to live within their financial envelope.
3. Ensure budget movements are completed on a timely basis and are sent to the relevant budget holders.
4. Zero base budgets where necessary and validate budget-setting costings

### Other Finance Areas

Provide solutions to issues identified within the department and act as finance lead for particular areas.

1. To perform various transactional duties (for example, raising invoices) in support of the day-to-day work of the Finance Department
2. To ensure that financial transactions are conducted in accordance with Standing Financial Instructions (SFIs) and Standing Orders (SOs) and to inform the Director of Finance, Performance and Digital of any breach of SFIs or SOs or potential instances of fraud in a timely manner
3. To liaise with stakeholders (for example, Trust colleagues or suppliers) as required in support of the day-to-day work of the Finance Department
4. To investigate financial queries (from both internal and external parties) using appropriate analytical techniques, business knowledge and experience, to identify potential errors and to offer corrective action or advice as required
5. To respond to ad-hoc requests for information from budget holders and other colleagues
6. To produce accurate and timely financial information when responding to Freedom of Information requests
7. To act as a representative of the Finance Department at various levels of the organisation
8. Lead in the production and maintenance of elements of budget holder manual, liaising with budget holders to ensure appropriateness.
9. Undertake regular continued professional development, actively seeking local and national issues that will financially impact the Trust. Financially evaluate these issues ensuring that key staff are informed.
10. Research and deliver ad-hoc presentations to the finance team on relevant topics.

### Additional Requirements

This job description is not intended to be exhaustive but reflects the main responsibilities of the post holder. Other duties may be required from time to time, which are commensurate with the grade of the post. This job description is subject to regular review and appropriate modification.

### Policies & Procedures

Analyse and interpret national policy, directives and guidelines and advises on their financial and business effect

- Recommend changes and improvements to financial policies both within own section and throughout the whole finance department.
- Work with managers and other staff to implement financial policies across the Trust.

**Communication****Liaises With:****Internal**

- Finance staff and information staff
- Business and Service Improvement Managers
- Managers and budget holders throughout the Trust
- HR staff
- IT staff
- Clinical Leads
- Senior Operational Leads

**External**

- Commissioners
- Specialist NHS National Bodies (e.g. NHSPS)
- External & Internal Auditors
- General Practitioners

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.



### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



## PERSON SPECIFICATION

JOB TITLE: **Assistant Management Accountant**

DEPARTMENT: Finance

GRADE: Band 5

<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b>METHOD OF ASSESSMENT</b>
Experience of working in a relevant finance environment  Experience of providing budgetary support to non-finance Staff  2 years extensive and in – depth financial management Experience	NHS finance experience  Experience of NHS Shared Business Services (SBS)	Application Form/ Interview
Demonstrates commitment to study for Professional Accounting Qualification (ACCA/CIMA/CIPFA)  AAT qualified  Educated to 'A' level standard	Degree or equivalent qualifications or experience	Application Form Interview

<p>Ability to establish and maintain positive working relations</p> <p>Ability to adopt a flexible approach to meeting multiple tight deadlines</p> <p>Self-motivated/Ambitious</p> <p>Ability to analyse, interpret and communicate useful financial information from large volumes of data in accordance with strict timetables</p>	<p>Can Identify opportunities for change and successfully manage the process of change</p>	<p>Interview</p>
<p>Able to write performance reports</p>		<p>Interview</p>
<p>Good knowledge of accounting, financial management &amp; costing</p> <p>Good working knowledge of IT systems and their applications eg excel, Access etc</p> <p>Competent in the use of ledger packages</p> <p>Advanced Excel Skills</p>	<p>Knowledge of NHS Finance</p> <p>Experience in the use of Integra/Crystal reporting</p>	<p>Application Form Interview</p>
<p>Able to interpret complex data</p>		<p>Application Form/ Interview</p>
<p>Ability / Willingness to work on other Trust sites as necessary</p> <p>Prolonged use of a VDU</p>		<p>Interview</p>
<p>Able to cope with occasional exposure to challenging circumstances/emotional behaviour during presentation of results of either data analysis or projects undertaken</p>		<p>Interview</p>

<p>Able to operate routine office equipment such as PC, Printer and Photocopier</p> <p>Ability to use the internet as a crucial source of Information fundamental to role</p>	<p>Possess valid driving licence with access to vehicle (with reference to off-site meetings)</p>	<p>Application Form</p>
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*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name