



Moorfields
Eye Hospital
NHS Foundation Trust



Job description and person specification

Senior Financial Accountant

Job description

Job title:	Senior Financial Accountant
Department:	Finance
Grade:	Band 8B
Responsible to:	Head of Financial Control
Accountable to:	Chief Financial Officer

Working relationships:

Internal	External
Finance	Internal and External Audit
General/Service Managers	NHS Improvement
Clinical Directors	Department of Health
Corporate Directors	Other NHS Trusts
Executive Team	Other NHS Bodies
Service Improvement and Sustainability	Commercial Organisations
Performance and Information	
HR	

THE POST

Reporting to the Head of Financial Control, the Senior Financial Accountant is responsible for managing and overseeing the day-to-day financial accounts teams.

Working closely with the Head of Financial Control, you will assist in the lead and co-ordination of the production of the Trust's Annual Accounts and other returns, in accordance with regulatory, statutory guidance and to reporting deadlines to ensure that the organization fully meets its financial reporting obligations.

You will be the Trust's expert on all aspects of VAT and lead the provision of VAT advice to colleague's across the Trust and will act as liaison with external VAT advisors and HMRC as

appropriate. You will ensure VAT returns are made within the statutory time limits and through liaison with the Head of Financial Control, ensure that all inputs and outputs are correctly identified and calculated.

The post holder will assist in developing and maintaining systems, procedures and controls to ensure the financial resources of the Trust are protected and managed in accordance with the Standing Financial Instructions.

With Support from the Capital Accountant the post holder will manage the effective provision of the financial and capital programme and fixed asset register. They will also advise on the completion of capital business cases.

MAIN RESPONSIBILITIES

The main responsibilities are as follows:

1. To deliver financial accounting services to the Trust.
2. To assist in the lead and co-ordination of the production of the Trust's Annual Accounts and other returns, in accordance with regulatory, statutory guidance and to reporting deadlines to ensure the organisation fully meets its financial reporting obligations.
3. To work closely with internal and external auditors to resolve relevant queries
4. Assisting in developing and maintaining systems, procedures and controls to ensure the financial resources of the Trust are protected and managed in accordance with the Standing Financial Instructions
5. Responsible for ensuring that the Trust's capital programme is correctly accounted for including managing the Trust's asset register and lease register and advising managers on the appropriate use of lease financing.
6. Responsible for implementation and evaluation of accounting policies and procedures with supervision from the Head of Financial Control
7. Work autonomously, interpreting and guided by NHSE/I and accounting guidance and standards
8. Plan projects which impact across financial accounts.

9. Assist in business planning for capital, balance sheet and cash flow to feed into the annual business planning cycle for the organisation.
10. Develops and monitors budget for financial accounts and authorises spend against it.
11. Review and introduce new systems for managing the financial and accounting practices within the financial accounts department.

Financial Reporting

1. Ensure that all reporting internally and externally is produced in a timely and professional manner, including support for completion of NHSE/I and other regulatory returns as required
2. To produce the month-end capital performance reports covering actual capital expenditure against plan with associated scheme by scheme reports. Investigate variances from plan and ensure that action on changes required is taken to ensure that the Trust achieves its Capital Resource Limit
3. Support the annual accounts process, providing necessary schedules and working papers to support the production of the Trust's final accounts including the audit review process

Capital

1. To manage the Trust's capital programme on a day-to-day basis including preparation of budgetary reports to project managers in respect of capital schemes, reflecting expenditure for monitoring purposes and to organise and administer the capital working group, managing the Trust's fixed asset register, managing the Trust's capital cash position
2. Support the annual planning process as regards the capital investment programme, and work with Trust officers in developing the Trust's annual capital plan in accordance with internal timetables and NHSE/I and a 5-year rolling capital programme. This will include developing detailed budgets for the capital programme.
3. Advise and contribute to business cases in relation to capital, make judgements regarding allocation of finances, financial decisions and risk.
4. Act as a finance business partner for all capital projects and provide, where needed training on capital finance related matters to non-finance staff .

5. Input into capital aspects associated with the New Hospital development including equipment and support the Finance Lead for the New Hospital, meeting all the requests that this lead has.

VAT

1. With the support of the Financial Accountant, be the Trust's expert on all aspects of VAT and lead the provision of VAT advice to colleagues across the Trust. Ensure continual understanding of VAT principles and regulations, interpreting and implementing to the best effect of the Trust. Act as liaison with external VAT advisors and HMRC as appropriate. Ensure all VAT returns are made within the statutory time limits and through liaison with the Head of Financial Control, ensure that all inputs and outputs are correctly identified and calculated
2. Liaise with the Trust's external VAT advisors to ensure the appropriate treatment of VAT.

General Requirements

1. To represent the Head of Financial Control at meetings both internal and external to the Trust as appropriate.
2. To line manage the Financial Accounts team. To lead, manage and develop direct report staff. This will include dealing with investigations, training own staff and team management.
3. Deal with staff performance and disciplinary issues as they arise.
4. To liaise and maintain strong working relationships internally and externally
5. To maintain a clear set of up to date local procedures
6. To undertake continuous development seeking opportunities to enhance skills
7. To perform any additional tasks commensurate with the banding

PROBATIONARY PERIOD

This post will be subject to a probationary period of 6 months.

During the probationary period, your suitability for continued employment will be assessed and provided a satisfactory standard is achieved and maintained, your employment will be

confirmed. The probationary period may be extended or your employment terminated either during or at the end of probation, in line with the trust Probationary Policy. For the duration of the probation period, the notice period will be in line with contractual obligations on either side.

GENERAL DUTIES

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Information Governance Policy. The policy sets out the accountability and reporting arrangements for Information Governance in the trust and how assurance is provided that the Trust continues to meet at least the minimum standards of information governance compliance required by the NHS Information Governance Toolkit.
3. Disclosure and Barring Service (DBS) (formerly CRB) checks are now a mandatory part of the NHS Six Recruitment Check Standards for all staff whom, in the course of their normal duties, may have regular access to patients and children and/or vulnerable adults. Moorfields Eye Hospital NHS Foundation Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant and an unspent conviction will not necessarily bar applicants from being considered for employment. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act which outlines that convictions never become 'spent' for work which involves access to patients. Failure to disclose any 'unspent' convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and the trust has developed its own DBS policy in line with the guidance
4. The trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the trust and its service are as secure as possible.
5. It is the responsibility of all trust employees to fully comply with the safeguarding policies and procedures of the trust. As a Moorfields employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
6. The trust is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
7. The trust operates a no-smoking policy.

8. You should familiarise yourself with the requirements of the trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
9. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
10. All appointments within the National Health Service are subject to pre-employment health screening.
11. It is the responsibility of all employees to ensure that they comply with the trust infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the trust's infection control manual, this includes the 'bare below the elbow policy'. Employees must ensure compliance with their annual infection control training.
12. You are responsible for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. Any other duties as designated by your manager and which are commensurate with the grade.

Please note: The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

Person Specification

Requirements	Essential / Desirable	How Tested
<p><u>Education/Qualifications</u></p> <ul style="list-style-type: none"> • First degree or equivalent professional experience. • The post holder must be a minimum of a passed finalist or qualified member of a CCAB body (e.g. CIMA) and be actively undertaking Continuing Professional Development (CPD) or FCA. 	<p>E</p> <p>E</p>	<p>AF</p> <p>AF</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of working at a senior level 		

across a range of finance functions	E	AF/I
<ul style="list-style-type: none"> • Extensive experience of financial accounting 	E	AF/I
<ul style="list-style-type: none"> • Experience of working within an NHS Finance Department 	E	AF/I
<ul style="list-style-type: none"> • Experience of producing statutory accounts 	E	AF/I
<u>Knowledge</u>		
<ul style="list-style-type: none"> • Knowledge and understanding of strategic NHS issues and priorities 	E	AF
<ul style="list-style-type: none"> • Advanced skills in MS Excel. 	E	AF
<u>Skills/Abilities</u>		
<ul style="list-style-type: none"> • Able to explain highly complex financial issues clearly and concisely to non-finance managers. 	E	AF
<ul style="list-style-type: none"> • Build excellent working relationships with all Finance Business Partners, Departmental Managers and Corporate Directors. 	E	AF/I
<ul style="list-style-type: none"> • Proactive approach to problem solving, anticipating issues before they arise, and developing solutions. 	E	AF/I
<ul style="list-style-type: none"> • In depth understanding of Financial Systems and how best to develop them, in conjunction with desktop applications, to provide a high-quality reporting and analysis function. 	E	AF
<ul style="list-style-type: none"> • Highly developed technical analysis skills, with an ability to produce complex financial models. 	E	AF
<ul style="list-style-type: none"> • Highly numerate and analytical. 		AF/I

<ul style="list-style-type: none"> • Excellent verbal reasoning. • Advanced report writing skills. • Ability to influence senior managers • Ability to lead and motivate staff. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF</p> <p>AF</p> <p>AF/I</p>
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Committed to Continuing Professional Development. • Evidence of negotiating and influencing ability. • Commands credibility and respect from operational managers, colleagues up to Board level. • Professional and reputation for integrity. • Flexible and supportive work colleague. • Driven and can demonstrate initiative, innovation and imagination. • Sound judgement: able quickly to identify and explain the essential issues. • Independence: challenges received wisdom. • Empathy: ability to understand and respond to managers' motivations to achieve successful behaviour change. • Tenacity and resilience. • Makes demands of self and others. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p> <p>AF</p>

Means of Assessment include application form (AF), Interview (I), Test (T), Presentation (P)

