

NHS FINANCE CAREERS

GRADUATE OR EQUIVALENT LOOKING FOR A CHANGE
OF CAREER



Are you a graduate or equivalent? Or perhaps you are just looking for a change of career and wondering what roles could be available to you in NHS Finance? We have put together some examples below of available roles that you could apply for, what the roles involve and where they could lead to.

Available Roles:

Graduate Trainee Role (Local, Regional and National)

Usually a 2 ½ year placement where the individual moves around departments (and sometimes organisations) to experience the different elements of NHS Finance whilst being supported to gain a CCAB professional Accountancy qualification. Progress is monitored against a set of competencies.

Financial Accounts Assistant

Providing support to the Financial Accountant ensuring that all financial transactions are appropriately accounted for and reported. This will include monitoring elements of the balance sheet such as debtors, creditors, and/or cash balances.

Management Accounts Assistant

Providing support to the Management Accountant delivering business support to the service delivery teams, working closely with management and clinical teams. This may involve financial support into business cases, reporting of the monthly financial position for an area of the organisation and supporting with the costing of any service redesign or transformation projects.

Income/Contracting Assistant

Transacting and reporting the income received in provider organisations and reporting the financial position of any contracts within Commissioning organisations. This will involve applying relevant NHS funding guidance and looking into any queries raised between provider and commissioner (the purchaser). Involves working closely with NHS informatics colleagues.

Costing Assistant

Supporting the recording of what it costs to deliver the services that are provided. This involves both a top down and bottom up process, and helps service delivery teams with investment decisions. Involves working closely with NHS informatics colleagues.

Financial Systems Assistant

Support the day to day running of the General Ledger and finance feeder systems that are connected to the General Ledger such as invoice raising and payment, goods ordering. Also responsible for the chart of accounts, system control accounts and creating reports from the system. Complimentary software skills (e.g. sql) are essential for this role.

Capital Assistant

Supporting the capital accountant in creating a plan for capital expenditure and then recording capital expenditure against that plan. The role will also be involved in transacting the revenue impact of capital purchases within the finance system, including depreciation and capital charges and updating the asset register.

Payroll Officer

Ensures that all staff are paid correctly, and that the appropriate deductions are made and passed over to the relevant bodies including NI, tax and pension deductions.

Rotational Development Assistant Post

Some organisations provide rotational posts, where an individual would rotate on a 6 – 12 month placement around all or some of the above roles. As individuals working at this level are likely to be undertaking professional accountancy qualifications, this ensures that they are also receiving the experience required for their experience log.

Typical Working Week and Environment

- Full time working week is usually 37.5 hours per week, Monday to Friday
- Predominantly office based with working from home/hybrid working options
- Possible line management duties (depending on the vacancy and structure of the team)

EXAMPLE

MANAGEMENT ACCOUNTS ASSISTANT

Responsible for providing assistance to the Divisional Accountant and assisting in the production of monthly financial information & reports. Will act as a first point of contact to resolve invoice & recharge queries. Will prepare and action any recharges for services provided and maintain accurate records and supporting documentation for any adjustments transacted.

The role may involve tasks as follows:

- Assist in the production of monthly financial information and reports including processing transactions within the General Ledger and other supporting financial systems in respect of the Division, in line with reporting timetables.
- Assist in the monitoring of performance against budget during the year, identify and analyse variances and / or discrepancies and take appropriate action to resolve.
- Ensure that monthly reports of the budgetary position are issued to budget holders by the deadline set in the monthly timetable.
- Assist in the production and formulation of Divisional financial budgets.
- Reconcile, balance and maintain budgets each month, including the roll forward budgets, effect of pay awards and restructures, clearly identifying recurrent and non-recurrent changes in accordance with agreed timetable.

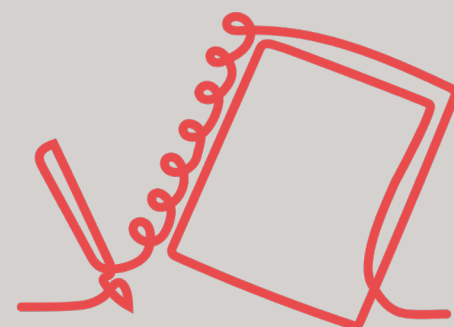
- Provide detailed ad hoc reports and analysis as requested by finance and non-finance colleagues.
- Ensure that all income that is due to the Trust is appropriately claimed.
- Ensure that all budgetary information is accurately entered into the General Ledger system.
- Alert the Divisional Accountant on a timely basis to issues which may lead to a significant overspend on budgets.
- Raise debtor invoices on a timely basis (in line with activity) and in accordance with any contracts.
- To assist in the raising of supplier requisitions / orders and obtain the appropriate level of authorisation in line with Trust SFI's & SO's.
- To liaise with other staff in the Finance department and other staff in Trust departments with a view to resolving queries.
- Liaise with Management Accountant and Divisional Accountant to check and validate financial cost codes.
- Investigate and resolve any queries raised by Departments with regards to monthly recharges.
- Circulate copies of monthly recharge information to agreed parties whilst maintaining historical information.
- Prepare costings and reports as and when required.
- Maintain accurate databases and supporting documentation.
- Maintain procedure notes for all tasks.
- To design and maintain spreadsheets, for the preparation of cost estimates, recharges and other accruals, in order to ensure financial information is managed with accuracy and presented appropriately.
- Establish and maintain effective working relationships with other individuals of the Division, other officers of the Trust, colleagues from the NHS and officers from other agencies to ensure the delivery of a professional service focused on achieving a high level of customer satisfaction.

TRAINING AND DEVELOPMENT

The role will be supported to complete accountancy learning in the form of a CCAB professional Accountancy qualification, to attend learning as required and to complete any training and development deemed appropriate for the role.

Salary

The starting salary will be around £22,000 per annum.



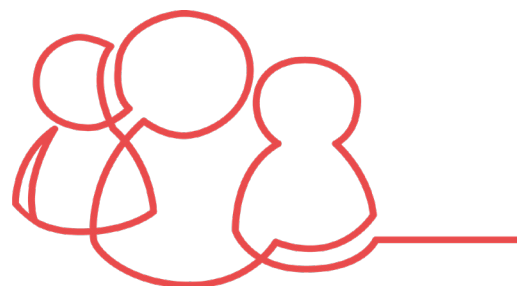
PERSON SPECIFICATION

The individual will need to be able to demonstrate:

- 5 G.C.S.E's grade 9-4 or equivalent including English and Mathematics
- E.C.D.L or equivalent I.T. skills
- AAT qualified, NVQ4, Degree or equivalent experience

The following will also be required:

- Detailed understanding of Accounting practice & procedures and ledger systems.
- Evidence of a sound and current knowledge of NHS Finance.
- Basic understanding of formulating budgets for a department or project.
- Sound written and oral communication skills
- Able to use initiative and work unsupervised, but also able to recognise the need to escalate issues outside the remit of the role in a timely manner.
- Able to produce well-presented accurate work within short timescales.
- Competent in the use of IT software and the willingness to familiarise with other specialist software packages as required.
- Customer Services orientated approach
- Ability to organise and prioritise own workload.
- Ability to switch tasks at short notice whilst maintaining accuracy.
- Ability to analyse Financial Data.



Where this could lead:

Once qualified as an accountant, this could lead to a position as an accountant, in any of the areas within NHS Finance. This could then lead to a Deputy role, and ultimately a Director of Finance post once the required experience and development has been gained.