

# NHS FINANCE CAREERS SCHOOL LEAVER



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## SCHOOL LEAVER

Have you just left school and wondering what finance roles could be available to you in the NHS? 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:

**Finance Apprentice.**

**Accounts Payable Assistant (AFC Band 2).**

**Payroll Admin Support (AFC Band 2).**

**Cashiering (AFC Band 2).**

*AFC stands for Agenda for Change. Agenda for Change is the current National Health Service (NHS) grading and pay system for NHS staff, with the exception of doctors, dentists, apprentices and some senior managers.*

### 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

## EXAMPLE

### FINANCE APPRENTICE

**The role may be within one of or may rotate through the following different functions of the finance department:**

- Management Accounts – which provides business support to healthcare services
- Income & Costing – which ensures we know the cost of delivering healthcare services and the income received for that work
- Accounts Payable/Receivable – the payment of or raising of invoices to other organisations (NHS and Non-NHS)
- Financial Accounting – ensure that all of the financial transactions are accounted for appropriately.
- Financial Systems – managing the ledger system used to record the financial transactions
- Cashiers - cash collection, handling, recording and banking.

### **The role may involve tasks as follows:**

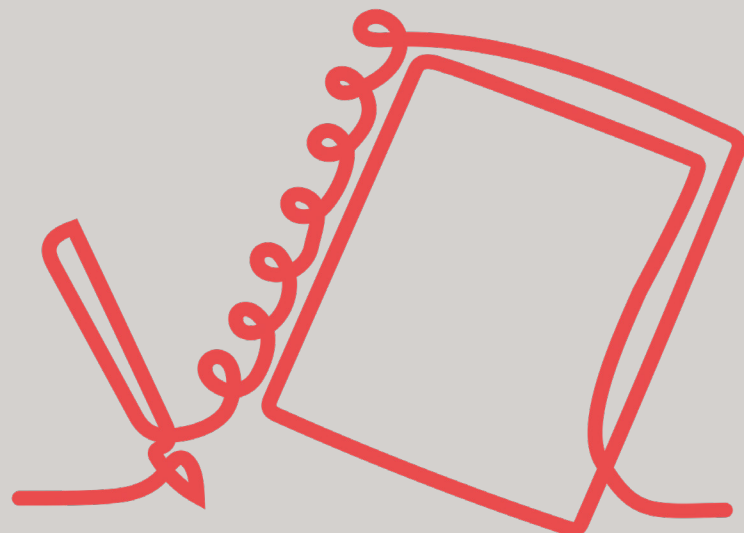
- Input, retrieve and collect data and information from the finance system.
- To support staff in the team and liaise with other relevant departments as required.
- To deal with enquiries both in person and on the telephone, from healthcare colleagues in a polite and helpful manner.
- Refer any queries onwards as appropriate.
- To undertake general office duties as required such as sorting the post, filing, emails, typing, photocopying and scanning.

## **TRAINING AND DEVELOPMENT**

The role will be required to commence professional accountancy learning in the form of AAT (Association of Accounting Technicians), to attend college as required and to complete any training and development deemed appropriate for the role. This will be supported through the Apprenticeship Levy and at least 20% of the role will be dedicated to training and development.

### **Salary:**

The salary will be linked to the Apprenticeship scheme, with rates starting in the first year from £8,400.



# PERSON SPECIFICATION

## **The individual will need to be able to demonstrate:**

- GCSE Level 9 to 4 (A\* to C) pass in English and Maths
- IT literacy and experience in the use of Microsoft Office packages
- Good communication and interpersonal skills
- Good organisational skills

## **The following will also be required:**

- An aptitude to learn quickly under supervised direction
- Attention to detail
- Ability to meet deadlines
- To be able to work as part of a team
- Take proactive responsibility for developing oneself
- Have an enthusiastic and motivated approach to the role

## **Where could this lead:**

**To a permanent role within the department where the individual is able to progress with the AAT qualification to become a qualified Accountancy Technician.**

## EXAMPLE

### ACCOUNTS PAYABLE ASSISTANT

#### **The role may involve tasks as follows:**

- Receive and sort incoming mail/emails
- Receipt and scan invoices on to the financial ledger
- Prepare invoices for payment
- Respond to queries via telephone and email, and occasionally face to face
- Provide advice to suppliers on matters associated with the role
- Photocopying where necessary



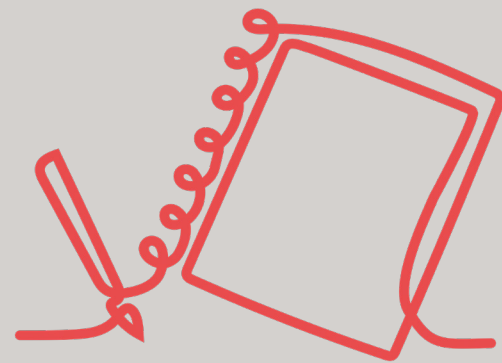


# TRAINING AND DEVELOPMENT

The post holder is likely to be supported to complete the AAT qualification, with financial support and study leave support offered as per the Training and Development policy of the organisation.

## Salary:

This role is likely to be offered at Band 2 of the Agenda for Change paycales, which provides a starting full time salary of £18,000 per annum.



# PERSON SPECIFICATION

- At least 4 GCSE passes, with a Level 9 to 4 pass in English and Maths
- ECDL (European Computer Driving License) or experience of using Microsoft Office packages
- Good communication and interpersonal skills
- Good organisational skills
- Attention to detail
- Ability to work to deadlines
- Able to work as part of a team
- Will take proactive responsibility for developing oneself
- Have an enthusiastic and motivated approach to the role

## Where could this lead:

To a Management/Financial Accounts Assistant role, a Payroll Assistant or a Team Leader within any of the payments and income departments, with support to train to become a CCAB qualified accountant.