

NHS FINANCE CAREERS

UNDERGRADUATE PLACEMENT / COLLEGE LEAVER



NHS FINANCE CAREERS

UNDERGRADUATE PLACEMENT/COLLEGE LEAVER

Have you just left college or looking for an undergraduate placement? We have put together some examples below of available NHS finance roles that you could apply for, what the roles involve and where they could lead to.

Available Roles:

Payroll Assistant

Ensures that adhoc payments such as overtime, additional hours, expenses and travel claims are paid correctly to staff.

Charitable Funds Officer

Many organisations have their own Charity, and this role ensures that any income received by the charity and any expenditure is recorded appropriately and spent within the rules attached to the funds. The role may also include pulling together the charity accounts.

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

CHARITABLE FUNDS OFFICER

Responsible for managing the day to day charitable funds activities, ensuring adequate systems are in place to facilitate the correct and appropriate recording of receipts and payments and to maintain a system for processing the charitable income and expenditure transactions of the Trust's Charity in line with prescribed policies and procedures.

The role may involve tasks as follows:

- Input all donations received to the charitable funds finance ensuring that batches reconcile to control totals and that income is posted to the fund specified by the donor.
- Send out acknowledgement letters to donors for all donations received and post out together with a gift aid form where relevant.
- Receive requests from Charitable Fund Advisors to release funds. Check authorised signatories and fund balances and complete VAT certificate where applicable.
- Produce cheques for all suitably approved expenditure and despatch with remittance advice in line with payment instructions of Fund Advisor.

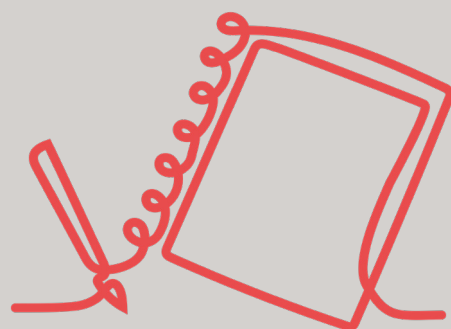
- Maintain a list of authorised signatories able to request the release of charitable funds and update the charitable funds system upon any organisational changes.
- Download information regarding donations paid on-line through Just Giving and Virgin Giving.
- Respond to queries from and provide advice to Fund Advisors throughout the Trust in respect of Charitable activities.
- Provide spot checks on donated fund receipts held within individual departments to ensure that donations have been receipted correctly and match the Charitable Funds System.
- Send out statements to all Fund Advisors detailing fund balances and the most recent income and expenditure transactions. Resolve any subsequent queries received.
- Respond to all solicitors correspondence in connection with the notification of legacies and update legacy balance on system.
- Identify expenditure over £5,000 that should be capitalised to the capital team.
- Produce a list of income and expenditure over £10,000 to be reported to the Charitable Funds Committee.
- Check returned gift aid forms for completeness and consolidate onto a periodic claim to the Inland Revenue in order to maximise the value of the donations received.
- Run monthly reports in the finance system for reporting into the Charitable Funds Committee.

TRAINING AND DEVELOPMENT

The role will be supported to complete 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.

Salary:

The starting salary will be around £20,000 per annum.



PERSON SPECIFICATION

The individual will need to be able to demonstrate:

- GCSE Maths and English grades 9-4 or equivalent
- Able to understand a range of work procedures, some non-routine, requiring a base level of theoretical accounting knowledge and/or practical experience
- Knowledge and experience of using financial computer systems particularly the Microsoft Office packages
- European Computer Driving License (ECDL) advanced level or equivalent experience by full utilisation of the range of Microsoft Office tools
- Experience of using computerised finance software and ledgers would be desirable
- Able to produce forms and spreadsheets using Microsoft Packages.

The following will also be required:

- Able to make judgements involving facts/situations, some of which require analysis or comparison of range of options.
- Able to select the most appropriate form of communication/approach depending upon circumstances presented.
- Able to carry out detailed financial calculations and analysis in order to correct problems/errors.
- Able to plan, organise and prioritise workload to ensure weekly, monthly, quarterly and annual financial timetables are met.
- Able to quickly and accurately input financial data into computer databases and spreadsheets.
- Taking a courteous, polite and business-like approach when corresponding (verbally and in writing) with patients, auditors, and Trust staff/managers.
- Able to propose changes to working practices and procedures when required and in light of changing environmental factors.
- Able to implement and follow procedures set by others.
- Understands the importance of authorised signatories and following set procedures in financial processes.
- Trustworthy and reliable when handling cash and cheques.
- Able to competently input financial data into computerised databases and systems.
- Able to design and maintain financial spreadsheets.
- Able to protect data from loss and corruption.
- Able to sympathetically deal with bereaved/distressed callers which occasionally can be expected.

Where could this lead:

To a role within the finance department where the individual is able to progress onto a CCAB qualification to become a qualified Accountant.