

JOB DESCRIPTION :

1. JOB IDENTIFICATION	
Job Title:	Financial Accountant
Band/Grade:	SPOT (Up to £40,000)
Hours of Work:	22.5 per week (3 days)
Accountable to:	Financial Controller
Responsible:	
Department:	Finance
Job Reference:	July 2022
Last Update (insert Date):	
Disclosure and Barring(DB) Check Required:	Yes Level:

2. JOB PURPOSE
To ensure that the Hospital complies with the Charities SORP (FRS 102) and Organisation's accounting policies. The focus is on continuous improvement, driving new efficiencies and maintaining strong financial control to ensure audit requirements are met.

3. ORGANISATIONAL STRUCTURE
Reporting to Financial Controller

4. ROLE OF DEPARTMENT

5. RESPONSIBILITIES OF THE POST
Key Tasks <ul style="list-style-type: none"> Responsible for producing timely and accurate reconciliations of all accounts in their control at each period end. Working with the Financial Controller and the Reporting Manager to set period close timetables. Design and implement a risk-based balance sheet reconciliation process. Success Measure is 100% accurate balance sheet reconciliations monthly. Support the Financial Controller to develop and regularly update the Finance department policies and processes. Lead on all fixed assets accounting ensuring that the fixed assets register is updated and reconciled. Work closely with departments on Capex requests and action all requests in respect of Capex expenditure. Attend monthly Capex Reviews ensuring costs to date reports are presented and accruals / WIP accounted for correctly.

- Responsible for supplying the auditors with the year-end Fixed Asset and Capex schedules required to support a successful year-end clean audit report.
- Review and approve where appropriate all journals raised by Cashier at month end.
- Assisting in the preparation of annual Budget for the Hospital. Responsible for preparation of the Capex Budget.
- Prepare quarterly VAT returns.
- Supporting junior team members.
- Provide ad-hoc support and financial analysis as required.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679 . A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Smoke Free Policy

The Hospital provides a smoke free environment.

6.5 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.6 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.7 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.8 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.9 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY:**SIGNATURE:**

PERSON SPECIFICATION

Post Title:

Criteria		Essential	Desirable	Assessment
Qualifications	<ol style="list-style-type: none"> 1. Recognised accounting qualification (ACCA/CIMA/ACA) 2. Degree level or equivalent. 	√ √		Application form and interview
Experience	<ol style="list-style-type: none"> 1. Healthcare Environment. 2. Experience of statutory accounts, tax and VAT return preparation 3. People Management 4. 3-5 years relevant accounting experience 5. Experience of SUNS Systems would be beneficial 	√ √ √	√ √	Application form and interview
Skills and Knowledge	<ol style="list-style-type: none"> 1. Strong understanding of IFRS standards including FRS 102 and able to apply in a business context. 2. High level of analytical skills and ability to interpret and explain accounting concepts and procedures to the wider business. 3. Excellent interpersonal and communication skills 4. Ability to interpret complex technical written guidance and procedures. 	√ √ √ √		Application form and interview
Attributes and Qualities	<ol style="list-style-type: none"> 1. Ability to work with a high level of accuracy and meet tight deadlines whilst managing conflicting priorities. 2. Confident liaising with stakeholders 3. Self-motivated and ability to work independently as well as part of the team 	√ √ √		Application form and interview