CAJE REF CYM/Wales/2024/0020

APPROVED 28/08/2024







# JOB TITLE NHS Wales Financial Management Analyst

# BAND 6

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| Job Summary | | |
| 1. To undertake a range of duties within host organisations in line with the Financial Management Graduate Programme including work-based placements within the host or other organisations that will provide a thorough grounding in core financial management and the provision of financial support and advice, including opportunities to work closely with other professions including front line healthcare staff. This will develop their knowledge and understanding of finance and support them in achieving the Accounting Body’s work experience requirements for professional registration. 2. To work independently within professional policies and guidance for the Financial area of work. 3. To process financial information in accordance with host organisation procedures, working both individually and as part of a wider Finance team. 4. Interpret, analyse and present information to support financial and business decisions within the service. 5. Contribute to the continuous development of the finance function through involvement in a specific research, improvement, or innovation project. 6. To be an ambassador for NHS Wales finance including the Finance Academy and host organisation. 7. To promote the Values and Behaviours which align to the host organisation. | | |
| Responsible to | | |
| Reporting: | Accountable: | Professionally: |
| Responsibilities and Duties | | |
| 1. Provide information and financial advice to service managers and clinical staff. This involves exchanging complex and potentially contentious information where barriers to understanding or acceptance may exist. 2. Provide financial advice, support and information to designated budget managers. This will involve the analysis of financial information from a variety of sources to identify trends to assist with the forecasting of operational plans. 3. Work within specialist financial disciplines such as financial accounting, financial planning, forecasting, audit, service costing, capital, developing business cases, commissioning of services, and performance management. 4. Develop an understanding of how core financial accounting systems underpin and support financial and service management. 5. Use persuasive and negotiation skills when supporting with developing business cases, service costing, commission of services and performance management. 6. Exercise judgement involving complex facts and statistical data that require the interpretation, analysis, and presentation of information to support financial and business decisions within the service. 7. Investigating and analyse material variances between budget and expenditure bringing issues to the attention of budget holders noting any remedial action required including production of robust working papers and analytical review. 8. Investigating and resolving complex financial issues, such as payment errors. 9. Analysis of financial information for a variety of sources to identify trends to assist with the forecasting of both strategic and operational plans. 10. Involvement in the operation of financial systems and processes in compliance with current policies and regulations, including the accurate and timely close of monthly and year-end accounts in accordance with prescribed deadlines and to meet audit requirements. 11. Suggests changes to and implements accounting and financial procedures in own area or section. 12. Being expected to act on own initiative, managing designated work and projects in accordance with agreed timescales and to agreed standards. 13. Co-ordinate own workload to ensure that deadlines are met for the completion of month end and year end tasks in accordance with the timetable. This will require a flexible approach and an ability to change plans at short notice when required in order to meet organisational requirements. 14. Involvement in preparation of the Financial Strategy (budget setting) for designated Services. Work with budget managers and Service Directors to ensure adequate provisions are made within the agreed framework. 15. Monitor the financial performance of specified Service budgets including the provision of year end in line with the monthly reporting cycle. 16. Provide financial advice as to the potential financial implications of cost pressures and service developments dealing with sensitive and contentious issues in the budget setting process where there may often be barriers to acceptance. 17. Take part in the local NHS performance management systems in supporting your own development and performance. 18. Prepare and upload monthly accrual journals, and prepayments, maintaining detailed schedules/databases to support these. 19. Create reports to support the effective management and business decision making of the organisation. 20. Reconcile payroll system records to the ledger, ensuring that the cost of staff activity is correctly recorded, and highlighting problems that need resolving. 21. Design and develop financial control spreadsheets/registers/databases as required to accurately monitor/review various income/expenditure streams. Regularly review the effectiveness of these and adapt/modify them as required to improve their functionality, sharing these with other Service areas to roll out best practice. 22. To support the financial year end process including the annual accounts closure. 23. Support in the development and maintenance of the financial reporting and accounting systems (Oracle). This will include system maintenance and security, user support and training, the development of financial reports and liaison with NWSSP Central Support Team (CTES) and where required software developers to ensure integrity and effectiveness of the financial systems. 24. Support driving forward innovation linked to the wider finance team programme and support on digital solutions. Systems both manual and digital must operate in an environment of sound internal controls. To identify areas of improvement by looking at best practices and take a lead in introducing changes designed to improve processes and procedures within the finance team. 25. Assist in ensuring the control and integrity of the Finance systems including compliance with system controls and within the Health Board IT Security Policy. 26. To undertake update testing and audits of financial systems to deliver improved performance and comply with national requirements. 27. To work within the Trusts’ Standing Financial Instructions, policies and procedures in undertaking all duties. 28. Provide benchmarking information returns and reports. 29. Support Junior colleagues within the team 30. Develop and deliver financial training to non-finance staff on financial processes and systems 31. As specialist for their own area, the post holder will work without direct supervision, using own initiative and making decisions often without reference to a manger or supervisor. Ability to work on own initiative and organise own workload with minimal supervision working to tight and often changing timescales.   **Flexibility**  This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only.  The postholder will need to be flexible in further developing the role with initial and on-going discussions with the designated manager. | | |
| PERSON SPECIFICATION | | |
| Qualifications and Knowledge | | |
| Essential Educated to Degree level – minimum UK 2:2 or foreign equivalent  Professional Accountancy Qualifications – postgraduate Diploma Level or equivalent experience | | |
| Experience | | |
| Essential Experience of building effective relationships and collaborative working within a team or group of people. Desirable Experience of making change happen successfully and awareness of change management.  Experience in working with a range of difference people from different backgrounds and interests. | | |
| Skills and Attributes | | |
| **Essential**  Excellent communication skills, both verbal and written.  Numerical and finance skills.  Ability to prioritise and manage own workload to deadlines and under time pressure.  Ability to analyse complex data and identify key issues from a range of difference sources.  Planning and organisational skills.  Able to work as part of a team.  Computer literate:   * Good working knowledge of spreadsheet and word processing software * Effective use of internet and email   Has insight into own strengths and weaknesses.  Drive, initiative and ability to be proactive. Determination to deliver improvement and results.  Effective influencing and negotiation skills. Desirable Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh. | | |
| Other | | |
| **Essential**  Ability to work from home.  Requirement to engage in services both in office and hospital settings. | | |