
 <p>Building healthier lives</p>	<p>Heart of England  NHS Foundation Trust</p>
<p>Heart of England NHS Foundation Trust</p>	
<p>Job title</p>	<p>Management Accountant Apprentice</p>
<p>Grade/Pay scheme</p>	<p>Apprentice Grade Learning Contract 12 Months</p>
<p>Reporting to:</p>	<p>Group Finance Manager</p>
<p>Hours of work:</p>	<p>37.5 hours per week</p>
<p>Location:</p>	<p>Birmingham, B9 5SS</p>
<p>Role summary</p>	
<p>To assist the Divisional and Group Finance Managers in providing Financial Management advice and support to Heart of England NHS Foundation Trust.</p> <p>This is a training post and the Apprentice will be supported on a phased work based learning programme to learn all elements of the Job Description from a dedicated Apprentice line manager.</p> <p>The post holder will be supported to complete an AAT Level 3 Apprentice programme combining study with work based experience.</p>	
<p>Principal Duties and Responsibilities</p>	
<p>Scope of Job</p> <ul style="list-style-type: none"> ▪ The Apprentice will support the production of monthly management information making use of the Trust financial systems. The post-holder will post accounting journals to correctly reflect the financial position of differing parts of the Trust organisation. ▪ The Apprentice will support the delivery of a completed set of draft accounts for review each month. ▪ The Apprentice will need to be highly numerate and demonstrate a working knowledge of computer based software packages. ▪ The ability to communicate verbally and in writing in a concise, confident and accurate manner giving due regard to confidentiality. . ▪ The role requires the Apprentice, under management supervision and direction, to plan, organise and manage their time effectively, on a day to day basis, whilst working as part of a team. ▪ The Apprentice will need to display a professional approach at all times ▪ The Apprentice will be required to demonstrate a positive attitude to personal development and undertake training as required in the personal development plan. ▪ The Apprentice will actively engage with all aspects of their study programme and submit assignments, to the required standard within the agreed deadlines. ▪ The Apprentice will be fully supported on their programme of study in line with the Finance Training Policy. 	

Training

- Liaise with your line manager and training manager to ensure all elements of the apprentice programme are achieved during the required time period.
- Attend all training programmes as directed by the AAT programme lead to ensure compliance with the qualification
- Actively take part in performance review meetings as part of the development programme

Job Accountabilities/Objectives

A Budgetary Management

- Liaise, when required, with designated budget holders.
- Monitor cost improvement schemes as guided by the line manager
- Support the interpretation and analysis of a wide range of data in order to provide meaningful management information to budget holders.
- Assist in responding to ad-hoc budget holder queries in a timely manner.

B Information Analysis

- Utilise a variety of data sources and systems to extract relevant data.
- Utilise a variety of different spread sheet and database software to analyse data.
- Utilise a range of software to present information in a format suited to the end user, e.g. graphs, written reports, scenario models.

C Maintenance of Financial Records

- Accurately enter transactions (budget and actual) to the Financial System in accordance with internal audit requirements for audit trail and supporting information.
- Calculate and raise invoices/recharges on a prompt basis as directed by the line manager.
- Maintain a register of all Service Level Agreements (SLA's) within the group/division.
- Ensure all supporting documentation is appropriately referenced, recorded and filed to facilitate audit review.
- Work with the line manager to liaise with budget holders and payroll to ensure that an accurate monthly nominal roll is produced.
- Organise and maintain departmental filing systems and photo copying of documents.
- Follow the requirements of the Data Protection Act and maintain strict confidentiality over all data held on individuals (ie patients and employees).

D Reporting

- Support the production of a draft set of financial statements for senior management review.
- Analyse income and expenditure data to identify trends to support preparation of managerial action plans.
- With the supervision of the line manager, prioritise month-end workload to ensure maximum accuracy of reporting within the available time-scale.
- Meet tight deadlines for general ledger closure and subsequent reporting.
- Produce and circulate financial reports, statements and nominal rolls to budget holders in a timely manner under supervision of the line manager.

E Budget Setting/Costing

- Support the process of preparing draft annual budgets, for agreement by the GFM/DFM.
- Produce monthly budget reconciliation to maintain an accurate record of the recurring and non-recurring quantum.
- Provide pay and non-pay costing information for review.

- Provide analysis to support bench-marking exercises.

F Finance Policies and Procedures

- Respond to queries in a timely manner.
- Collate, calculate and correctly code annual stock takes under supervision.
- Ensure compliance with SFIs/Public Sector Payment Policy (PSP)/debt reduction policy.
- Check and verify all requests to vary establishments are approved and within budget.
- Identify areas within the scope of the role for improving and developing system based working practices, policies and procedures.

Skills matrix

	Essential	Desirable	Assessment
General Education and Qualifications	GCSE Mathematics and English minimum Grade C	GCSE I.T	Exam board certificate and Application Form
Professional Qualifications	The post holder must be willing and able to follow a course of study to complete AAT level 3 within the given deadlines		Interview
Experience	Able to work accurately under pressure Able to work well in a Team.	Experience of working in a busy Finance Office Experience of working within NHS environment	Application form Interview
Skills/Abilities	Good communication skills both verbal and written Time management skills, ability to work on own initiative Commercial awareness Computer literate	Able to design own spreadsheets /database models to provide analysis /solutions to problems	
Personal attributes	Reliable, punctual, pro-active approach		Interview

How to apply

Please send a copy of your CV, along with a covering email to james.taylor@htftpartnership.co.uk