

JOB DESCRIPTION

1. JOB IDENTIFICATION

JOB TITLE:	Assistant Accountant
RESPONSIBLE TO:	Head of Finance
DEPARTMENT:	Finance
DIRECTORATE:	
OPERATING DIVISION:	Edinburgh and Lothians Health Foundation
JOB REFERENCE:	048950
NO. OF JOB HOLDERS	1
LAST UPDATE:	March 2021

2. JOB PURPOSE

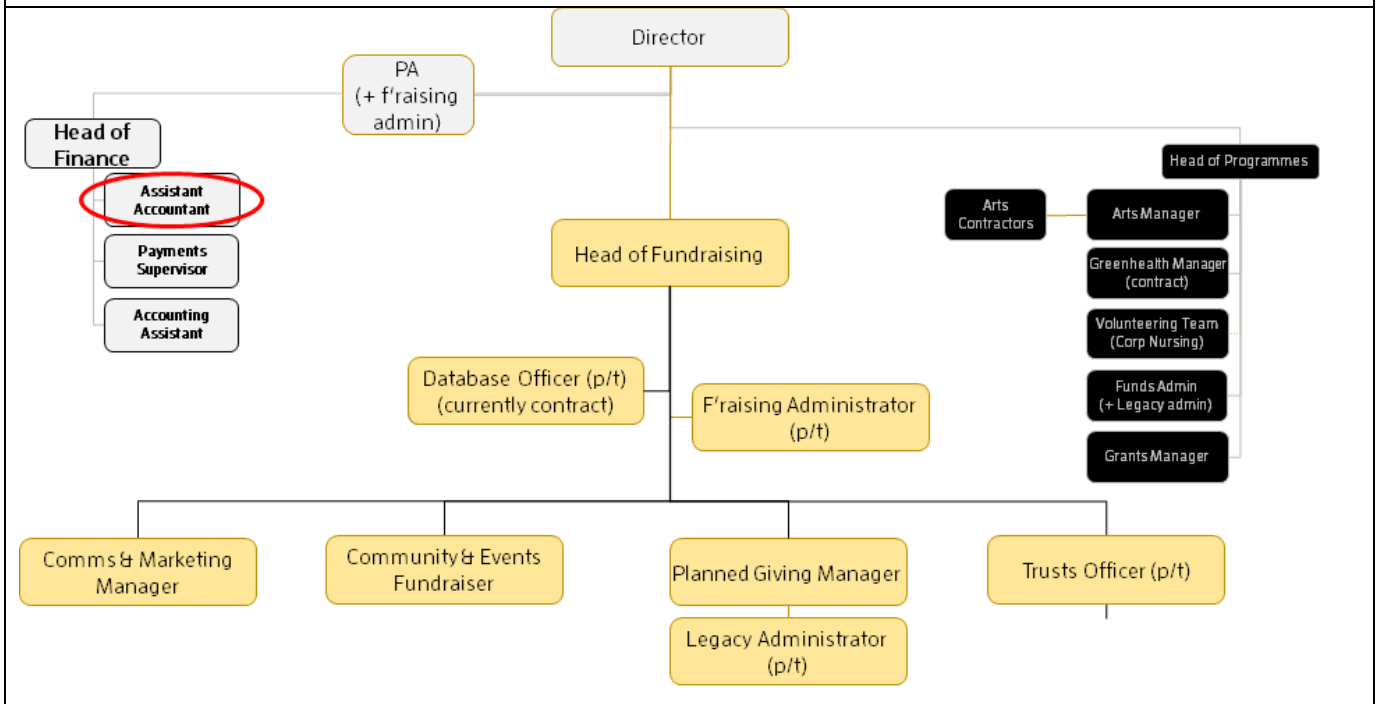
The postholder will be key in delivering a high quality finance service:

- Responsible for the month-end and year-end procedures and routines and preparing robust quality monthly management accounts on a timeous basis.
- Support the preparation of the annual accounts.
- Maintain an accurate investment register, ensuring that all portfolio transactions are accurately reflected within the Foundation's General Ledger and accounts.
- Provide analysis and interpretation of financial data to assist Foundation decision making

3. DIMENSIONS

- The postholder will oversee the Foundation's Management Accounts for charitable funds, valued at c.£76m, and the maintenance of the investment register, valued at c.£71m as at 31 March 2020.
- The postholder is not a budget holder, but is key to ensuring that income and expenditure to/from the funds are effectively managed.
- The postholder has no direct line management responsibilities.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Edinburgh & Lothian Health Foundation is a registered charity which is regulated by the Office of Scottish Charity Regulators (OSCR). The Foundation Office provides a comprehensive endowment management and administration service to NHS Lothian.

Specifically:

- Guide and support the Foundation trustees to meet regulatory requirements of OSCR.
- Provide to the Trustees the financial information required for effective and appropriate decision-making, procuring expert advice and guidance where necessary.
- Provide to the Foundation Director a comprehensive endowment management and administration service.
- Provide to the Fund Stewards a quality endowment management, guidance and administration service.
- Provide a quality grant pathway from initial enquiry to file closure.
- On behalf of NHS Lothian Board manage the Arts in Health and Wellbeing Strategy.
- Raise funds through a quality, customer-focused total development fundraising plan.

6. KEY RESULT AREAS

Investments

1. Maintain a suite of spreadsheets to accurately record the movements in, and the period end position of the investment portfolio, including the register of individual holdings.

Management Accounts and Budgeting

2. Review General Ledger balances prior to month end close and compile accruals and prepayments for the end of month close and prepare monthly management accounts for Head of Finance review.
3. Analyse the financial management reports, investigating any areas of concern and take corrective action where appropriate in consultation with other members of the Finance team.
4. Hold regular meetings with budget holders to monitor budget spend, review accruals etc.
5. Support the Finance Assistant with the processing of recharge invoices from NHSL, as required.

Annual Accounts

6. Compile, review and manage entries for the year-end annual accounts process and prepare a full audit file as back-up.

Audit

7. Facilitate the coordination of annual External Audit as required, providing accounting data, back-up schedules and contextual support.

Other

8. In relation to the Common Investment Scheme, liaise and provide valuations, analyses and information to NHS Lanarkshire and their External Auditors.
9. Oversee management of Property Portfolio (NHSL Estates), including maintenance, rental agreements, insurance, and valuations.
10. Manage any updates to the finance system, such as changes to account codes, uploading of annual budgets, adding/removing users, etc.
11. Carry out ad hoc projects, as required, often relating to organisation-wide issues such as audit, governance etc.
12. Support and promote continuous improvement of the Foundation (including specifically within the finance team) through personal development and adapting to new technology and processes.
13. Support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
14. Provide support and guidance to the Finance Assistant, as required.

7a. EQUIPMENT AND MACHINERY

- Personal Computer and networked systems within NHS Lothian.
- Printer/photocopier/scanner
- Telephone
- New systems may be introduced as the organisation and technology develops, however appropriate training will be provided

7b. SYSTEMS

- Frequent day-to-day user of MS Office suite of software including Excel, Word, Outlook, PowerPoint. Use of internet as required.
- Use of finance systems including eFinancials/NSI and BOXI reporting.
- Use of Bankline for bank statements and Cazenove eServices for investment statements.

- Design and manipulate spreadsheets for the maintenance of records required within the department – data is shared with other internal users.

8. ASSIGNMENT AND REVIEW OF WORK

- Objectives will be reviewed annually with the Head of Finance. The post holder is responsible for ensuring delivery of those objectives within the obligations of the post. Formal review will take place at mid-year end year-end. Update of objectives and review of progress will also take place through regular 1:1 meetings with the Head of Finance.
- The post holder will be required to determine the priorities for their workload to achieve departmental deadlines.
- The postholder is expected to make autonomous decisions on a daily basis referring to their line manager on complex matters.
- The nature of the work will be a mixture of routine, planned and timetabled tasks as well as ad hoc assignments.
- The postholder is expected to participate fully in Personal Development Planning and Review (PDPR) processes as per NHS Lothian policies, and undertake development activities as agreed.

9. DECISIONS AND JUDGEMENTS

- Decisions will be made within departmental policies and procedures with guidance from the Head of Finance.
- Expected to manage day-to-day tasks without reference to the line manager, however will seek advice in relation to more complex financial matters.
- Judgement will be required in analysis and interpretation of monthly financial and investment data, identifying errors and trends, providing advice as to where and why material variances are occurring.
- Expected to prioritise own workload to ensure all tasks are performed within a tight time scale to ensure department deadlines are achieved.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Knowing and understanding the business of the Foundation and its complex interrelationship with NHS Lothian.
- Managing conflicting demands and priorities, in particular providing a consistent level of support to fund stewards and departmental colleagues when not all aspects of the work can be easily planned.
- Supporting fund stewards and colleagues, who are often not Finance professionals, with the understanding and interpretation of financial and investment information.
- Maintaining an up to date and comprehensive understanding of the environment and internal workings of the organisation and the potential impact on value / benefit.

11. COMMUNICATIONS AND RELATIONSHIPS

The following working relationships are maintained through verbal contact, written correspondence, electronic communication and formal/informal meetings:-

Internal:

- Foundation Director and colleagues (e.g. providing information, confirming payments)
- NHSL Financial Services colleagues including Procurement, Accounts Payable, Treasury, Audit, Cashiers (e.g. passing invoices for payment, requesting bank transfers, providing information)
- NHSL colleagues (e.g. requesting information, advising on procedures)
- NHSL Estates (property matters) (e.g. liaising re. repairs or inspections)
- Specific Fund Stewards (e.g. advising on procedures)

External:

- External Auditors (e.g. providing financial information, answering queries)
- Investment Managers (e.g. querying investment transactions)
- Suppliers (e.g. resolving unpaid accounts)

Discuss with non-financial colleagues (fund stewards) financial performance ensuring that factors affecting performance are fully understood.

Discuss complex financial queries with non-financial colleagues and the wider Foundation team.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

- On a regular basis sit at a desk using a PC/laptop for long periods of time, inputting financial data into the finance system and spreadsheets/databases.

Mental

- Prolonged concentration required when using a PC for making calculations, analysing and reconciling figures.
- Concentration required when undertaking planning, analysis and interpretation of financial data, in addition to actually processing the required input prior to generation and distribution of management reports.
- Required to reprioritise work and prepare information at short notice.
- Required to deal with competing demands and tight deadlines.

Emotional

- Effective time management required in managing a large number of projects including ad-hoc exercises.
- Required to respond to fund stewards who may express displeasure at having their funding requests queried or being asked to provide information.

Environmental

- Multi-tasking is required with frequent interruptions from telephone, colleagues, email and other environmental noises.
- Frequently spends long periods of time using a PC/laptop and Visual Display Unit (VDU) screen.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications and Experience

- Part qualified CCAB Accountant, or Association of Accounting Technicians (AAT) Technician Level, plus relevant experience in an accounting role including for example reconciliation and balances, finance and reporting systems and ledgers, coding structures.
- Experience of processing investment transactions associated with a complex investment portfolio.
- Experience of charity / NHS Charity administration.
- Experience of using financial systems e.g. E-Financials

Skills

- Ability to communicate complex financial information to non-financial managers (verbal & written)
- Advanced IT skills, in particular Microsoft Excel, as a minimum at an Intermediate level including VLookups and Pivot tables
- Detailed understanding of accounting procedures
- Good interpersonal skills
- Sound analytical skills
- Sound organisational skills

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each job holder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: