

ROLE BRIEF

Department:	Finance
Job Title:	Assistant Management Accountant
Responsible To:	Management Accountant
Location:	The Horder Centre, Crowborough
Key Duties:	<ul style="list-style-type: none">• To deliver comprehensive and high quality finance business partner support for the organisation.• To assist the Management Accountant in maintaining accurate and timely functioning of the Finance Department and to support the efficient day to day running of the Finance Department.• Assist with the Sales Ledger/ Debt Collection function.
Key Accountabilities:	<ul style="list-style-type: none">• Perform a finance business partner role where required, providing operational managers with financial information and advice on budgetary control measures in order to address areas of under-performance.• Assist with the production of month-end accounts up to trial balance stage in line with agreed deadlines, including full and detailed investigation of variances.• Responsible for the administration of the NHS contracts, liaising with the Management Accountant.• Transfer Invoice data accurately from the patient administration system (iPM) to Sage.• Assist in maintaining detailed Financial Reconciliations for all necessary nominal ledgers.• Prepare and reconcile the monthly payment for the Consultants and Anaesthetists.• Provide assistance to Management Accountant with end of year audit requirements.• Assist with the departmental and organisational policies, procedures and reviews associated with the financial accounting function.• Produce ad hoc analysis to resolve financial and non-financial queries.• Assist with the maintenance of financial information and records including PiMS System Administration and Sage 200.• Assist with the preparation and submission of statutory and regulatory returns.• Assist with departmental and organisational policies, procedures and reviews associated with the financial accounting functions where requested.• Liaise with other departments where the exchange of information is

	<p>necessary.</p> <ul style="list-style-type: none"> • Participate in and contribute to changes and improvements within the Finance Department and Horder Healthcare as a whole. • To carry out any other reasonable duties requested by senior staff. • Assist with the maintenance of financial information and records including Sage 200. • Maintain effective working relationships with all stakeholders, ensuring that work is carried out effectively, to a high standard, delivering a professional service focused on achieving a high level of customer service.
Key Knowledge, Skills and Experience:	<p>Must have</p> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Good standard of general education - 5 GCSE's (including maths and English) • Part-Qualified Accountant (ACCA, CIMA) or AAT Qualified . <p><u>Experience</u></p> <ul style="list-style-type: none"> • At least 2 year's previous experience in an accounting environment • Month-end and year-end accounts preparation <p><u>Skills</u></p> <ul style="list-style-type: none"> • Excellent computing skills including good knowledge of Microsoft Office Suite to initiate and implement spreadsheets • Good organisational ability • High level of accuracy and attention to detail • Ability to perform complex calculations and reconciliations • Ability to present financial information to non-financial managers <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Previous experience of accounting software <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> • Good interpersonal skills • Ability to work on own initiative and without supervision • Flexible and adaptable, able to prioritise workload to meet deadlines • Professional in appearance and attitude • Works well under pressure • Good communication skills • Self-motivated adaptable to change <p>Nice to Have</p> <ul style="list-style-type: none"> • Presentation skills • Knowledge of Sage 200
Health and Safety:	The Health Act 2008

	<p>Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of: gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>
Confidentiality	<p>You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.</p>
Safeguarding	<p>You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.</p>
People Managers (if applicable)	<p>You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.</p>
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p>

	<p>Colleague signature:</p> <p>Date:</p>
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