

JOB DESCRIPTION

Accounting Apprentice

Summary

The post holder will be working within an NHS organisation where they will be required to work within a team, to assist the Finance Manager(s) in ensuring that robust monitoring information is provided to enable the organisation to fulfil its financial duties.

The post holder may gain experience in working in one or more of the following areas of a busy NHS finance function:

- Accounts Payable
- Accounts Receivable
- Cashiers
- Financial Accounts
- Costing and Pricing
- Management Accounts
- Financial Systems
- Audit

The key purpose of the role is to carry out administrative duties in a manner that supports departmental targets and ensures compliance with standard operating procedures.

Main responsibilities and duties may include the following:

Accounts Payable

- Receipt and record incoming invoices on to the financial ledger
- Prepare invoices for payment
- Assist with the checking and reconciliation of control accounts
- Process requisitions and payments
- Assist with payment runs
- Identify, for all expenditure and income codes at period and year end, any accruals and prepayments that are necessary
- Maintain a spreadsheet of regular monthly adjustments per financial code
- Complete journals and input to the appropriate financial system

Accounts Receivable

- Raise sales order invoices
- Apply appropriate financial codes
- Monitor payment of invoices
- Assist in debt collection of income owed to the organisation

Cashiers

- Collect, record and prepare income received for the bank payments
- Assist with cash collection and handling
- Assist with balancing and accounting for all cash received
- Deal with customer enquiries for benefit claims etc.

Financial Accounts

- Reconcile control accounts on balance sheet to third party systems, identifying, investigating and, if necessary, correcting items of discrepancy
- Reconcile income and expenditure accounts to finance sub system totals

Costing and Pricing

- Assist in Identifying the cost of each element expenditure/income included in development proposals
- Use spreadsheets and financial systems to calculate the cost of all identified development options
- Gain an insight into the pricing of services

Management Accounts

- Maintain spreadsheets of existing pay, non-pay and income budgets by financial code
- Identify the budget according to whether expenditure/income is recurrent or non-recurrent
- Calculate future budgets incorporating pay awards, pay increments and non-pay inflation
- Prepare budget journal for upload to financial systems
- Input budget after appropriate authorisation
- Maintain spreadsheet of all budget virements actioned during the financial year
- Reconcile payroll data to the relevant budget
- Identify those expenditure /income accounts that indicate a variance to budget or which the budget holder has queried
- Use financial systems to identify all transactions against the accounts
- Liaise with budget holders explaining details of entries
- Process by journal any corrections between accounts having gained appropriate authorisation
- Correct payroll coding and input to the financial systems
- Maintain spreadsheets of all budget holders and related cost centres

General Administration

- Receive incoming mail
- Deal with queries
- Photocopying where necessary
- Answer the telephone
- Meet and greet visitors to the department

Job Limitations

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager/supervisor. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

Confidentiality

In line with the Data Protection Act 2018, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

Risk Management

The organisation is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the organisation's Risk Management Policy, Health and Safety Policy and other associated policies and to actively participate in this process, having responsibility for managing risks and reporting exceptions.

Records Management

The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the organisation in confidence (even after an employee has left the organisation). They also have a duty to manage records in line with the organisation's records management policy. Included in these are records relating to patient health, finance, personnel and administrative functions, whether paper based or electronic. All staff have a responsibility to consult their manager if they have any doubts about the correct management of the records with which they work.

Equal Opportunities

The post holder will be expected to comply with and promote the organisation's Equal Opportunity Policy and avoid any behaviour which discriminates against colleagues, potential employees, patients/clients or their families on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion, disability, sexual orientation or political opinion.

Health and Safety

The post holder is required to co-operate with the organisation to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
Education & Qualifications	<ul style="list-style-type: none"> • 4 GCSEs grade 4 or above/A*-C or equivalent including English and Maths 	<ul style="list-style-type: none"> • Basic IT skills qualification eg. ECDL, ITQ • Evidence of further training/education
Personal Qualities	<ul style="list-style-type: none"> • Reliable and punctual • Good interpersonal skills • Willingness to learn/apply learning in the workplace • Commitment to pursuing a career in Finance • Demonstrates the NHS Values 	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Ability to act on own initiative and follow instructions • Ability to prioritise
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Good organisational and administrative skills • Basic IT literacy 	<ul style="list-style-type: none"> • An understanding of bookkeeping/accounting principles and concepts • Good analytical and problem solving skills • Customer service skills and experience • Knowledge of practices in a healthcare setting