

JOB DESCRIPTION

- Job Title:** • **Finance officer**
- Department:** • **Finance**
- Initial Terms** • Fixed term covering maternity leave
- Salary:** • £29,120 + generous benefits
- Reporting to:** • Senior finance officer
- Direct Reports:** • None
- Location:** • Office located in London Victoria. We encourage flexible working and have a hybrid working policy in place with expectations of one to three days in the office per week.
- Website** • www.nhsproviders.org

Visa sponsorship: You must be eligible to work in the UK to apply for this vacancy. NHS Providers is not able to offer visa sponsorship

About NHS Providers

NHS Providers is the membership organisation for the NHS hospital, mental health, community, and ambulance services that treat patients and service users in the NHS. We help those NHS foundation trusts and trusts to deliver high-quality, patient-focused care by enabling them to learn from each other, acting as their public voice and helping shape the system in which they operate.

NHS Providers has all trusts in England in voluntary membership, collectively accounting for £124bn of annual expenditure and employing 1.5 million people.

As the single voice for NHS providers, we are recognised for our effective lobbying and influence, as a promoter of shared learning, and as a provider of exceptional support and development to our members. We are the 'go to' organisation for comment and debate on the issues facing public providers of NHS services. We have a particularly important role to support our members in a changing NHS landscape, as the focus increasingly shifts to working in integrated local health and care systems.

We are a busy, high performing team of around 100 staff, based in central London. In a recent survey, over 90% of staff felt 'very satisfied' or 'fairly satisfied' with their job.

Our values are at the centre of who we are, what we do, and how we behave, which are:



The role and job purpose

The finance officer is a key member of the finance team and will be responsible for providing comprehensive, efficient, and effective support to the team. Reporting to the senior finance officer, the post holder will support month end management accounting, general ledger management and financial operations. The role requires efficient and accurate data processing and analysis skills.

Nature and scope

The finance officer will be a member of the finance team which is part of corporate services. They will be expected to work independently as well as support the wider finance team, be able to work with the outsourced finance provider and the wider organisation.

Accountabilities

Sales Ledger

- Ensure sales invoices are raised in a timely and accurate manner by liaising with the relevant teams to collate invoicing spreadsheets, chase purchase orders and submit for approval
- Assist with annual membership subscription invoicing, chase payments, update the payment tracking report and send weekly updates to the head of finance and the director of corporate service and finance
- Review commercial contracts before invoices are raised to ensure invoices are accurate and complete
- Assist with customer queries

Purchase ledger

- Raising purchase requisitions and generating purchase orders on iCompleat (Purchase order system)
- Processing Credit Card Expenses
- Completed final coding checks on the PO system before invoices are posted to the ledger
- Organising and uploading supplier payment runs for approval
- Assisting with supplier queries

Management Accounting

- Prepare reconciliations per cost centre for pay, non-pay and income
- Arrange and attend monthly meetings with budget holders to go through their financial position at month end, and advise and make recommendations on how the budget for the financial year can be used effectively
- Prepare monthly reports for meetings with budget holders and explain the movement of balances against the budget and previous reported position
- Produce notes for budget-holder meetings to share with all attended within two working days of the meeting.
- Understand recurrent and non-recurrent income and expenditure for the budget areas they support

- Ensure income and expenditure variances are documented on a monthly basis and understood by the budget holder
- Ensure that all actions are followed up and report any areas of concern to the senior finance officer
- Be able to work to a timetable on a monthly basis to complete the management accounts, including producing month-end and year-end journals
- Participate in the annual planning cycle, supporting the Head of Finance with queries relating to cost centre's they support

Other duties

- Support the production of the annual financial statements with balance sheet reconciliations, reviewing the fixed asset register and working on the notes to the accounts.
- Provide information as required to our outsourced finance provider
- Be a point of contact to the wider organisation on finance processes and administration including triaging the finance inbox
- Cover for other members of the finance team when necessary to ensure the smooth running of the department
- Undertake any other duties as required, consistent with the role.

Experience and understanding

Person Specification

Attributes	Essential criteria	Desirable criteria
Experience	<ul style="list-style-type: none"> ✓ Proven experience in a similar finance role. ✓ Experience in analysing and processing financial data. 	
Skills	<ul style="list-style-type: none"> ✓ Strong interpersonal skills with the ability to build positive working relationships ✓ Ability to analyse financial data ✓ Problem-solving skills 	<ul style="list-style-type: none"> ✓ Passion for continuous improvement ✓ Experience on Xero is desirable but not essential

Knowledge	<ul style="list-style-type: none"> ✓ Part qualified, working towards a CCAB qualification, with experience gained in a similar role ✓ Knowledge of accounts payable/receivable processes and practices ✓ Knowledge of financial accounting, policies, and procedures 	
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Job descriptions cannot be exhaustive and so the post-holder may be required to undertake other duties which are broadly in line with the above key responsibilities.

NHS Providers is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in its Equal Opportunities Policy and all other relevant guidance/practice frameworks.

Equality and Diversity

We are working hard to ensure that we are diverse and inclusive in all we do. This runs from how we gather, author, and share the thought leadership that the organisation puts out to how we engage with our members and the wider public. It includes how we recruit staff and procure partners and services, through to how we give people opportunities to develop, grow and advance their careers.

We are committed to the development of positive policies to promote equal opportunities in employment, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy, and maternity. This commitment will apply to recruitment and selection practices, learning, and development and internal promotions.

Place of work and hours

NHS Providers' office is located in Victoria, London. We are working in a hybrid format, where staff work between 1 and 5 days a week in the office, and the remainder from home. NHS Providers is supportive of flexible working and will give reasonable consideration to requests for reduced hours/part time working, compressed hours, staggered hours (early start/late finish etc), annualised hours, and job sharing.

Staff benefits and groups

We offer a wide range of benefits:

- 25 days holiday plus 2 additional days off at Christmas
- Personal development training and memberships to professional bodies
- Study leave, help another leave day, service-related leave and the potential to purchase up to five days extra off per year
- Enhanced maternity and paternity leave pay
- Season ticket loan for travel
- Access to life insurance and dental plan
- Enhanced pension scheme
- Flu jabs
- Eye test
- Cycle to work scheme
- Health and wellbeing initiatives
- Access to the employee assistance programme, a confidential counselling service.

For more information, please contact HR by emailing HR@nhsproviders.org

We also run a number of staff groups to provide support and a safe space to discuss issues that matter to staff:

- The Race Equality and Cultural Inclusion group (RECI)
- Mental Health group
- LGBTQ+ group.

How to apply

To apply please provide a CV and covering letter setting out why you are interested in the role and how you meet the person specification to recruitment@nhsproviders.org by 12 noon, Monday 9 December 2024.

Interviews will take place on the 16 December 2024 and will be held online.

For an informal conversation about the role, please contact Penny Nelson, Senior Finance Officer.

