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| **Job title** | Finance Support Officer |
| **Line manager** | PCN Digital & Transformation Lead |
| **Hours per week** | 22.5 hours per week |

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| **Mission statement** |
| *"We will work together to improve the lives of everyone in the valleys”*  The Valleys Primary Care Network delivers services to a population of 56,000 and consists of 6 member practices: Meltham Group Practice, Slaithwaite Health Centre, Oaklands Health Centre, Elmwood Family Doctors, Colne Valley Group Practice and Honley Surgery, two of which are rated Outstanding by CQC.  By working closely with each other and our partners within health and social care we can devise and develop innovative services that are tailored to the needs of our patient community. |
| **Job summary** | |
| The Valleys Primary Care Network (PCN) has an exciting opportunity for an experienced, highly motivated Finance Officer to join the team.  Responsible for coordinating the financial management function and supporting the PCN Digital & Transformation Lead to drive improved performance, you will manage and coordinate all aspects of the PCN finances, optimising efficiency and financial performance, ensuring the organisation achieves its long-term strategic objectives | |
| **Key Job Responsibilities** |
| The following are the core responsibilities of the Finance Support Officer.   1. Supporting management of the PCN finances, maximising income and reducing expenditure 2. Accurately monitor cash flow, forecast, and predict workflow corresponding to income 3. Review all income and expenditure statements, identifying any inaccuracies and rectifying such issues 4. Ensure invoices are paid within the given time frame 5. Ensure ARRS returns for the PCN are completed and claims are submitted via the online portal in a timely manner 6. Liaise with the PCN accountants on matters including potential tax implications of carrying over funds, NHSE guidance interpretation processing invoices 7. Work with the PCN Digital & Transformation Lead to establish budgets 8. Provide financial and strategic support and advice to the PCN leadership team in relation to budgets, supporting them to develop and deliver actions that enable them to remain within their budgets and in line with the financial plan      1. Meet on a regular basis to review financial information 2. Act as the primary point of contact for any nationally mandated returns associated with PCN spend required by the Department of Health or NHS England or West Yorkshire ICB 3. Invoicing NHS departments for monthly income, and other suppliers as necessary 4. Managing year-end process for PCN funds, including but not exclusively; preparing for year-end ensuring finances are up to date in financial software by a strict deadline, submitting year-end figures to the PCN accountants and liaising with the accountants with any queries, analysing and quality checking for any discrepancies, presenting draft and final versions to the PCN team. 5. Processing of payroll transactions including salaries, benefits, taxes, pension and other deductions. Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates. 6. Manage and oversee the organisation’s pension scheme, retaining accurate records to ensure correct deductions are made by the employee and employer. Present financial forecasts to PCN leadership team as and when required 7. Presentation of monthly financial reports to a high standard 8. Ensure that effective financial controls are in place and processes are adhered to 9. Understand and brief the management team on the financial implications of contract and legislation changes affecting the organisation 10. Maintain an effective working relationship with the ICB and other NHS & external funding organisatiions, ensuring the organisation receives a proportionate and equitable allocation of resources   There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels |
| **Generic responsibilities** |
| All staff at The Valleys Primary Care Network (PCN) have a duty to conform to the following:   1. Equality, diversity and inclusion    1. Ensuring we create an environment where we can all achieve our full potential, through having a good attitude and taking positive action    2. Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and staff with dignity and respect.    3. Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on grounds of any protected characteristic. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect. 2. Safety, Health, Environment and Fire (SHEF)    1. The PCN is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.    2. The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.    3. All personnel have a duty to take reasonable care of health and safety at work for themselves, their team and others and to cooperate with employers to ensure compliance with health and safety requirements.    4. All personnel are to comply with health and safety policy which also sets out current health and safety legislation: 3. Confidentiality    1. The PCN is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality. It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.      1. Quality and Continuous Improvement    1. We all have a responsibility to look for opportunities to improve quality and share good practice and discuss, highlight and work with the team to create opportunities to improve patient care.    2. South Sefton PCN continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.    3. All staff are to contribute to relevant investigations and significant event analyses. 2. Learning and development    1. The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in, and complete mandatory training.    2. The post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences). 3. Collaborative working    1. All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.    2. Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care delivery    3. Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.    4. All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.    5. Plans and outcomes by which to measure success should be agreed. |

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| **Person specification – Finance Manager** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to degree level in healthcare or business or equivalent level experience |  |  |
| AAT Accounting Qualification or equivalent level experience |  |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of managing accounts |  |  |
| Experience of using and maintaining financial accountancy software, such as IRIS |  |  |
| Knowledge of Primary Care Finance |  |  |
| Experience of working in a healthcare setting |  |  |
| Knowledge of the NHS Financial framework |  |  |
| Experience of financial planning and forecasting |  |  |
| Experience of workforce planning, forecasting and development |  |  |
| Relevant health and safety experience |  |  |
| **Skills** | **Essential** | **Desirable** |
| Ability to exploit and negotiate opportunities to enhance service delivery |  |  |
| Excellent communication skills (written, oral and presenting) |  |  |
| Experience of providing advice, guidance & recommendations to a variety of Finance & non-Finance Managers |  |  |
| Excellent leadership skills |  |  |
| Strong IT skills (Microsoft Office and other software packages), in particular recording and manipulating data in Microsoft Excel |  |  |
| Strategic thinker and negotiator |  |  |
| Ability to prioritise and work to tight deadlines in a fast-paced environment |  |  |
| Effective time management (planning and organising) |  |  |
| Ability to network and build relationships |  |  |
| Proven problem-solving and analytical skills |  |  |
| Ability to develop, implement and embed policy and procedure |  |  |
| **Personal qualities** | **Essential** | **Desirable** |
| Polite and confident |  |  |
| Flexible and co-operative |  |  |
| Excellent interpersonal skills |  |  |
| Motivated and proactive |  |  |
| Ability to use initiative and judgement |  |  |
| Forward thinker with a solutions-focused approach |  |  |
| High levels of integrity and loyalty |  |  |
| Ability to work under pressure |  |  |
| Confident, assertive and resilient |  |  |
| Ability to drive and deliver change effectively |  |  |
| Ability to motivate teams, enhance morale and maintain a positive working environment, including team-building sessions |  |  |
| **Other requirements** | **Essential** | **Desirable** |
| Disclosure Barring Service (DBS) check |  |  |
| Maintain confidentiality at all times |  |  |
| Full UK driving license |  |  |

Notes:  
  
The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.