



KING EDWARD VII's
HOSPITAL

King Edward VII's Hospital

Financial Accountant

Job Description

Job Title:	Financial Accountant
Department:	Finance
Report to:	Head of Finance
Hours:	Full-time, 37.5 hours per week
Accountable to:	Chief Financial Officer

1. JOB PURPOSE:

- Support the preparation and completion of statutory accounts which comply with FRS102 and which are accurate and include all relevant disclosures.
- Be key point of contact for external auditors, preparing high quality analysis and working papers on a timely basis and assist with resolution of audit queries in line with agreed timelines.
- Manage the Accounts Payable (AP) function, working closely with AP team leader to identify process improvements.
- Support the governance; effective management and timely reporting of capital spend.
- Maintaining the fixed asset register.
- Complete balance sheet reconciliations; daily cashflow analysis; cash flow forecasting; monthly and weekly payroll reconciliations.
- To manage tax compliance processes including liaison with external advisors when required.

2. KEY ACCOUNTABILITIES

- Providing advice to budget holders on accounting treatment of capital spend and review and challenge of business cases prepared to support capital spend.
- Ensure fixed asset register (FAR) is updated and accurate records are kept for asset purchases, transfers and disposals, and ensure the general ledger is reconciled to the FAR.
- Monthly reconciliation of all hospital bank accounts.
- Daily cashflow monitoring and weekly cashflow forecasts.
- Monthly reconciliation of balance sheet accounts with relevant support from other teams within and outside finance.
- Maintain monthly intercompany reconciliation process and protocols.
- Effective leadership and management of AP function.
- Development and maintenance of finance policies.
- Complete VAT reconciliations, quarterly VAT submissions to HMRC and annual Gift Aid claims.
- Support preparation of statutory accounts for all King Edward VII statutory entities that comply with FRS 102 and co-ordinate external audit process and be key point of contact for the external auditors.
- Maximise potential and functionality of finance systems and processes across the organisation to enhance and sustain financial controls.
- Perform any other duties as requested by Senior Management based on changing nature of the business.
- This job description is intended as a guide to the responsibilities of the post holder and is subject to review and amendment as and when necessary.

PERSON SPECIFICATION

The person specification outlines the essential qualifications, skills, and personal attributes required for the role of Financial Accountant at King Edward VII's Hospital. Candidates should meet or exceed the following criteria to be considered for this position.

SPECIFICATION	Financial Accountant	
	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT

EDUCATION & QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • ACA/ACCA/CIMA qualification. 	
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • At least 3 years experience of working in a financial/capital accounting and audit environment. • Background in audit of small/medium sized companies. • Hands on annual accounts preparation experience and liaison with external auditors. • Understanding and experience of UK VAT compliance including preparation of VAT returns. • Working with payroll data and payroll database systems. • Experience of managing staff. 	<ul style="list-style-type: none"> • Experience of working in a commercial finance department. • Experience of using Oracle NetSuite. • Experience of using ADP payroll or similar payroll systems. • Experience of working in a private hospital environment.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Numeracy, computer literacy and familiarity with Microsoft Outlook, Word and Excel. • Competent in use of financial systems to query transactions, invoices and journals. • Experience of audit of financial statements of small/medium sized companies. • Resilient and flexible in approach with strong time management skills and able to deal with changing and competing priorities. • Exemplary oral and written communication skills. • Ability to prioritise, problem solve and work under pressure and meet internal deadlines. 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Clearly demonstrates self-motivation, initiative, drive and credibility. • Calm, confident, courteous and friendly manner appropriate to a professional environment. • Demonstrates commitment to team-working at all levels. 	

	<ul style="list-style-type: none"> • Confidence to challenge and investigate issues and make suggestions for improvements. • Understands confidentiality and exercises discretion. • Can collaborate effectively with people with diverse skills, abilities and experience. • Demonstrates commitment to continuous professional development for self and others. 	
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This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. The post holder is required to undertake any other similar duties, as required by the Manager. This job description may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

The post holder will be required to comply with all policies and procedures issued by and on behalf of King Edward VII's Hospital *Sister Agnes*.

The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

Confidentiality

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

Equal Opportunities

As a member of staff at the King Edward VII's Hospital Sister Agnes you have a personal responsibility to ensure that you do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff, are treated equally in line with the hospital's Equal Opportunities Policy.

At King Edward VII's Hospital, we believe in creating an inclusive and diverse workplace where everyone feels respected and valued. We are committed to creating a workplace that is welcoming and inclusive to everyone, regardless of their race, ethnicity, gender identity, sexual orientation, age, religion, or any other characteristic that makes them unique. We believe that by embracing diversity and fostering inclusion, we will create a workplace that is stronger, more innovative, and more successful.