

ASSISTANT FINANCIAL ACCOUNTANT (CAPITAL & TREASURY MANAGEMENT)

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone

- The role helps to check and record how the Trust spends its money on buildings and equipment, making sure it stays within its budget.
- It supports the Financial Accountant by keeping track of capital projects, leases and monthly financial records.
- It looks after the Trust's fixed asset register, making sure new items are added correctly and old items are updated or removed.
- It helps manage the Trust's cashbook and bank checks each month to make sure all money in and out is recorded properly.
- It helps with cashflow planning so the Trust has enough money to meet its needs.
- It supports year-end work and provides financial information when needed.

Job Description

Job title:	Assistant Financial Accountant (Capital and Treasury Management)
Grade:	5 (subject to A4C)
Site:	Shrewsbury Business Park
Accountable to:	Financial Accountant
DBS required:	No

Job purpose

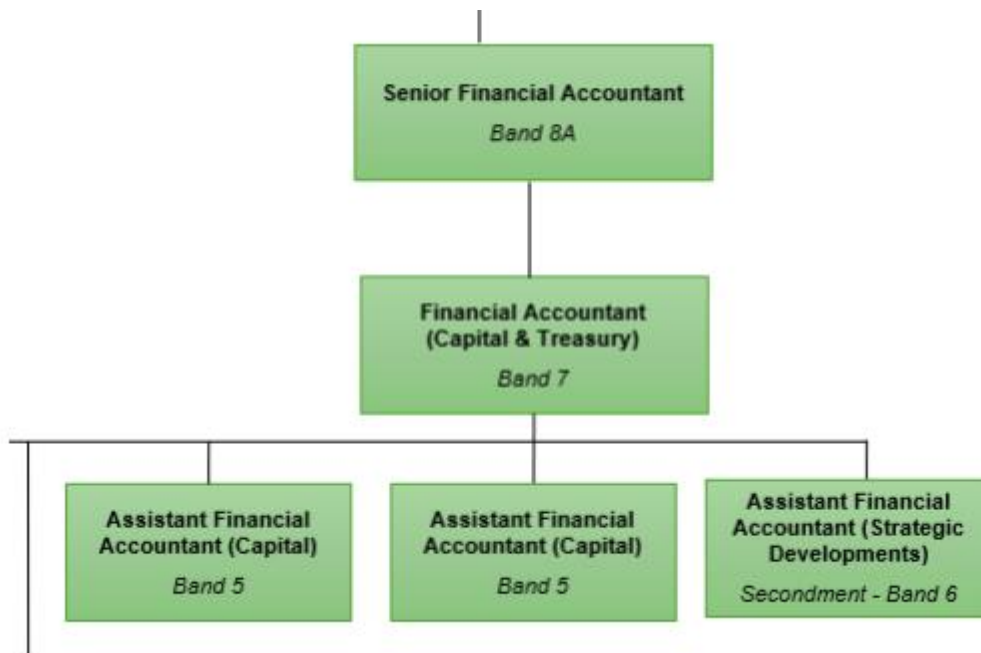
Duties will include monitoring of commitments and expenditure in respect of the Trust's capital programme (including Lease Accounting – IFRS 16) to ensure the Trust does not overspend against its Capital Resource Limit and maintaining a computerised database of the Trust's fixed assets.

In addition, the post holder will be responsible for ensuring maintenance of the Trust's cashbook and monthly bank account reconciliations and support the Financial Accountant in the Trust's cashflow processes.

Main Duties and Responsibilities

- Assisting the Financial Accountant with the on-going monitoring of all commitments and monthly reconciliation of expenditure in respect of the Trust's approved capital programme. This involves monitoring a financial spreadsheet to track the progress of capital funded schemes and developments. This is reconciled to the financial ledger on a monthly basis.
- Assisting the Financial Accountant with the on-going monitoring of all movements and monthly reconciliation of expenditure in respect of the Trust's leases. This involves monitoring a financial spreadsheet to track the current asset and liability values for each lease. This is reconciled to the financial ledger on a monthly basis and includes generating monthly interest and liability transfers for each lease using the Leases Register system and preparing and posting accounting journals to the Trust's computerised financial ledger.
- Maintenance of the Trust's computerised Fixed Asset database to include the accurate posting of additions, disposals, revaluations and lease adjustments; ensuring all capital expenditure is recorded correctly and in accordance with the Department of Health and Social Care Group (DHSC) Accounting Manual.
- Ensure all donated assets are recorded in the Fixed Asset Register.
- Ensure full audit trail is maintained for all new additions entered onto Asset Register.
- Reconciliation between General Ledger and Fixed Asset Register on a monthly basis, identifying variances and seeking to resolve accordingly.
- Liaison with departmental managers in order to verify the existence of the Trust's capital equipment on an annual basis.
- Generating monthly depreciation charges using the Fixed Asset Register system and preparing and posting accounting journals to the Trust's computerised financial ledger.
- Ensuring the maintenance of the Trust's cashbook involving extraction of information from the Trust's electronic banking system and ensuring accurate monthly bank reconciliation processes are carried out.
- Assist the Financial Accountant in the Trust's cashflow processes, including forecasting future cash flows to ensure adequate sums are available to meet financial commitments and to optimise return on cash balances.
- To assist with the Trust's year-end routines and provide financial information for the Annual Accounts as required.
- Maintaining an effective working relationship with other individuals of Finance, other officers of the Trust and members of the public.
- Maintaining an established storage system so that data and associated documentation is easily found and readily available.
- Provide on-site support to the cashiers' offices as required.
- Any other reasonable management requests.

Organisational Chart



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional accountancy qualification – Certificate Level/Association of Accounting Technicians (AAT) Member OR Equivalent experience to degree level 	<ul style="list-style-type: none"> Qualified or demonstrating progression towards a professional accountancy qualification – CCAB (Level 7).
Experience and knowledge	<ul style="list-style-type: none"> Advanced spreadsheet skills using Microsoft Excel Good understanding of the NHS Capital regime and Capital Charges Able to understand a range of work procedures, some non-routine, requiring a base level of theoretical knowledge and practical experience. Experience of using computerised financial ledger (preferably Oracle systems) and complex coding structures. Able to quickly and accurately input and manipulate financial data into computer databases and spreadsheets, 	

	including design and maintaining financial spreadsheets.	
Skills	<ul style="list-style-type: none"> • Able to communicate financial information in a simplified form to non - financial staff and managers. • Well -developed interpersonal and relationship skills . • Highly numerate, able to carry out detailed financial calculations and analysis in order to correct problems/ errors. • Able to plan, organise and prioritise workload to ensure weekly, monthly, quarterly and annual financial timetables are met 	
Other	<ul style="list-style-type: none"> • Able to propose changes to working practices and procedures when required and in light of changing environmental factors. • Must be able to demonstrate activities and work routines to others in own work area. 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are

employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of

Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of

work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

