



# Contracted Job Description: Senior Accountant – Financial Planning and Analysis (Band 7)

## Recruitment role summary and candidate profile

### About the roles

The FP&A team performs a business-critical role in providing financial reporting to the NHS Digital's Finance leadership, Executive Management Team (EMT) and Board, as well as to stakeholders within the NHS.

The team consolidates product and service financial plans, tracks and reports performance against budgets, presenting data and information in a clear and concise format, coordinates funding movements between NHS Digital, DHSC and NHS England & Improvement and undertakes a range of complex analysis to understand cost drivers, financial risks and opportunities for our Executive Management Team and Board.

As a Senior Accountant in the team you will support on the day-to-day operations within the team surrounding such as the provision of high-quality, timely and insightful financial analysis and management information (including understanding of cost drivers in relation to staff and non-staff plans); short and long range plans (staff and non staff) and development/provision of the Reporting offering within our financial system.

You will be comfortable working in an inclusive way with colleagues at all levels of the organisation, using your interpersonal skills to build relationships with key stakeholders and decision makers and provide the insight required to make appropriate decisions in a fast-paced environment.

You will use your expertise in analysing, interpreting and modelling financial and non-financial data and your presentation skills to present and explain complex and technical financial information and concepts in a clear and concise format, tailoring for finance and non-finance audiences.

We operate in a highly regulated and transparent environment, where high levels of integrity are essential. This will require you to engage in creating and managing appropriate financial controls and assurance processes in accordance with financial standards and audit requirements, ensuring colleagues such as budget holders are compliant with corporate governance, financial standards and audit requirements.

### About the team

The development and use of technology in the NHS is fast, intense, and exciting, especially in the last year. NHS Digital has been at the forefront of these technology and data advances, and our Finance team is a critical component of this delivery.

The NHS Digital Finance team provides high-quality, efficient and insightful financial services and expertise to enable effective financial decision making, planning and control. We ensure the best use of available resources to enable NHS Digital to support NHS staff at work, help people get the best care, and use the nation's health data to drive research and transform services.

The work of our team includes financial accounting and controls, statutory reporting and efficient financial operations; financial analysis and modelling to support strategic initiatives, decision-making and commercial delivery; timely and insightful financial management information; and the provision of finance partnering expertise and leadership for product, service and corporate delivery.

This is your opportunity to take a step forward in your career and showcase your talents and passion for the NHS. You will join a diverse team of finance professionals specialising in digital, technology and data and could find yourself working on the very highest profile health technology projects.

We have an inclusive and supportive culture that recognises and values difference. We have a continuous focus on wellbeing and career development, and on valuing both individual and team engagement. We are passionate about our contribution to the effective operation of the NHS and committed to continuous improvement delivered collaboratively with users and stakeholders, embracing innovation and flexibility to adapt to rapidly developing environments.

## Knowledge

### Essential

Working knowledge of:

- Financial analysis and modelling techniques
- Budgeting, costing and forecasting techniques
- Using accounting financial and IT systems, including report building
- Using Excel
- Spreadsheet best practice techniques and controls
- Presentation techniques to present, interpret and explain complex and technical financial information and concepts in a clear and concise format, tailored for finance and non-finance audiences
- Presenting financial information through data visualisation
- Working with large data sets/databases

Knowledge of:

- Finance systems and limitations and benefits of outputs
- Capital/revenue and associated accounting standards

### Desirable

Knowledge of:

- The NHS and/or the wider health and care system
- Awareness of Government funding and Standing Financial Instructions
- Consolidated financial reporting
- Project accounting knowledge and operational experience
- Understanding of activity-based reporting/ cost allocation models
- Using PowerPoint

## Skills and Experience

### Essential

Demonstrable experience of:

- Working in an FP&A/Finance Partnering/Systems Accounting/Data Analysis role involving budgeting, reporting and forecasting
- Ensuring high quality standards with regard to data integrity (“single source of truth”) across our financial systems and financial reporting
- Presenting, interpreting and explaining complex and technical financial information and concepts in a clear and concise format, tailoring for finance and non-finance audiences
- Analytical skills in reviewing and evaluating financial and non-financial information and interpreting financial performance such as identifying and explaining variance analysis
- Writing and designing bespoke reports and adapting systems to meet finance or business need
- Producing monthly, quarterly and annual and ad-hoc analysis and reports to inform senior decision making

- Strong reporting and presentation skills, demonstrating an understanding of the key points for readers, thinking creatively about how best to present data and management information in a clear and concise way to maximise impact, and the ability to execute using a range of appropriate tools to deliver high-quality, professional products.

Experience of:

- Developing relationships with stakeholders from across the organisation to drive robust operational forecasts, identifying and seeking resolution to inaccuracies within the plans
- Working at different levels (high level overview to detailed) to provide effective challenge and inputs to budgeting, forecasting and reporting activity
- Pro-actively initiating and promoting discussions with stakeholders in reviewing and implementing improvements to finance processes and systems with reference to relevant reporting standards and requirements
- Generating and interpreting financial information that facilitates business focused, strategic decision making and provide advice on technical and finance issues
- Applying best accounting and industry practice and experience of evaluating processes and procedures
- Managing multiple objectives to tight timescales, working both independently and as part of a team, managing dependencies and ensuring adequate cover

**Desirable**

Experience of:

- Developing consolidated management reporting
- Inputting into the co-ordination of the process of annual budget setting and routine financial reporting
- Creating and operating complex financial modelling and forecasting tools.
- Analysing and understanding of cost drivers in relation to staff and non-staff plans; staff utilisation and staff cost recovery

**Qualifications**

**Essential**

- Educated to degree level and part qualified at CCAB/CIMA level, or fully qualified AAT or have an equivalent qualification in a relevant specialism (e.g. Data Analytics)

## About NHS Digital

NHS Digital is the national information and technology provider for the health and care system. Our team of 2,700 information analysis, technology and project management experts create, deliver and manage the crucial digital systems, services, products and standards upon which health and care professionals depend, working in partnership with both national and local organisations. Our vision is to harness the power of information and technology to provide better health and care.

## About the Benefits

### The Opportunities

- You'll be part of a research-led team of digital and healthcare experts working to transform digital health and care
- You'll build up a strong portfolio of experience delivering with multi-disciplinary agile teams
- You will benefit from a real commitment to your personal and professional development. A twice yearly Performance Development Review process focuses upon your professional competencies and identifies opportunities for improvement.
- Our staff use the Civil Service Learning portal which allows access to the best training courses across government.

### The Terms and Conditions

- A competitive salary.
- Flexible working applications considered.
- Family friendly benefits.
- Annual leave starting at 27 days per annum plus statutory bank holidays rising to 33 days with service.
- An excellent contributory pension scheme.
- NHS Digital operates on a flexible assignment model allowing people to move between programmes and services to gain broader experience and delivery organisational priorities as such this role description is an initial assignment.