



# Contracted Job Description: Lead Accountant - Financial Control (Band 8a)

## Recruitment role summary and candidate profile

### About the roles

The Financial Control team delivers financial transaction processing, cash management, financial accounting (including expenditure, income, payroll, capital, leases, VAT, and balance sheet reconciliations), technical accounting and taxation advice, financial accounting returns to the Department of Health and Social Care, the preparation of the annual report and accounts and liaison with internal and external audit.

The Lead Accountant manages day-to-day operational functions within the team. The role ensures smooth and efficient operation of the relevant functions, enhancing and maintaining processes and data quality, ensuring controls and reconciliations are working effectively, and delivering high quality financial accounting services and advice.

You will be comfortable working in an inclusive way with colleagues at all levels of the organisation, using your strong 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. 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 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**

Strong knowledge of:

- Financial management, financial accounting and financial reporting.
- Using accounting, financial and IT systems.

Good knowledge of:

- The preparation of statutory annual accounts and/or supporting working papers.
- The requirements of group consolidation returns.
- The management and control of financial transaction processing, including KPIs and counter-fraud considerations.
- Sound knowledge of International Financial Reporting Standards, accounting best practice and audit processes.

Sound knowledge of:

- Risk identification and risk management, including design of control processes.
- Financial performance management and value for money.
- Budgeting, costing and forecasting techniques.
- Financial analysis and presentation techniques, including use of Excel, Word and PowerPoint.
- Management methodologies and techniques to maximise personal and team impact and increase the influence of finance.

### **Desirable**

Good knowledge of:

- The preparation of statutory accounts, in the public or third sector, to International Financial Reporting Standards.
- The capitalisation, valuation, and evidencing the existence of non-current assets, preferably in a technology environment.
- PAYE, NI, pensions and employee benefits, accounting for payroll transactions, and reviewing and reconciling amounts to be paid over to HMRC, pension providers et al.
- The stakeholders, objectives and processes of the business areas supported.

Working knowledge of:

- Cashflow forecasting and cash management.
- Income agreements and income recognition, preferably in a service/technology environment.
- Public sector VAT, and the application of Contracted out Services rules.

Knowledge of:

- Public sector accounting including HM Treasury Financial Reporting Manual, DHSC Group Accounting Manual, Managing Public Money, HM Treasury Consolidated Budgeting Guidance, policy, and relevant legislation including how they apply to Arms-Length Bodies and the Department of Health and Social Care system.
- Standard costing, preferably in a service/technology environment.
- The NHS and/or the wider health and care system.
- The shared responsibilities, controls and ways of working between finance staff and out-sourced shared services providers.
- The transparency and accountability requirements applicable to the public sector.

## Skills and Experience

### Essential

Significant experience of:

- Balance sheet management including undertaking reconciliations and resolving outstanding items, production and checking of journals, and acting upon system management reports.
- 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.

Good experience of:

- Preparing or contributing to statutory annual accounts, to International Financial Reporting Standards, including clearly presented, robustly evidenced working papers, and ensuring compliance with accounting requirements.
- Completing group consolidation returns and other group returns.
- Leading responses to external and internal audit requirements for own areas of responsibility, and of managing audit issues through to successful resolution.
- The timely and accurate completion of specific financial objectives including monthly and quarterly reporting, and the annual accounts, working across Finance to deliver shared objectives.
- Managing financial transaction processing, including the design and monitoring of controls and robust reconciliations, and evidencing effectiveness and regular review.
- Manipulating, analysing and controlling large, complex data sets ("single source of truth") through well-controlled financial processes and reporting methodologies and presenting outputs in a meaningful, accessible and informative format.
- Effectively building trust based, mutually beneficial relationships with colleagues at various levels across the organisation.
- Managing and developing staff.

Experience of:

- Developing, recording and implementing financial procedures to high auditable standards, and implementing continuous improvement techniques to raise the efficiency, integrity and effectiveness of finance processes.
- Identifying, developing and reporting risk information and assessing and reporting on risk controls, compliance and corporate governance. Planning to ensure continued delivery of business-critical financial services, during times of peak workload, absence, illness or other unexpected circumstances.
- The supervision of financial transaction processing and its impact on financial control and financial statements, preferably in an environment utilising an out-sourced shared services provider including staff management and leading small teams.
- How finance adds value to the wider organisation and an understanding of how the role can contribute to continuous improvement.
- The use of a variety of communication tools to convey, negotiate and challenge complex financial reporting information to a large range of internal and external audiences often to senior management level and/ or non-finance audiences. Ability to draw on the understanding of audience views, experiences, and interests to effectively deliver insight, highlight risks and opportunities and drive decision making to improve financial and delivery outcomes.

### Desirable

Good experience of:

- Managing non-current assets, including capitalisation, valuation and evidence of existence.

#### Experience of:

- Standard costing and/or activity-based reporting/cost allocation.
- Cashflow forecasting and cash management, preferably in a public or third sector body.
- Income agreements and income recognition, preferably in a service/technology environment.
- Employment taxes and HMRC requirements.
- Accounting for payroll transactions and reconciliations.
- Lease accounting.
- VAT, including completion of returns, and preferably also the application of Contracted-Out Services rules.
- Managing financial transaction processing systems, including design and maintenance of approval hierarchies, segregation of duties, system access and provision of training and guidance.
- Oracle Financials, NHS Shared Business Services, Real Asset Management Asset4000 and Lease4000
- Responding to Freedom of Information Requests and contributions to Parliamentary Questions.  
Compliance with public accountability and transparency requirements, as applicable to the organisation.

#### **Qualifications**

##### **Essential**

- Must hold a professional accountancy qualification at Masters level such as CCAB/CIMA, and have relevant post-qualifying experience.

## 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.