

Job Description

Job Title	Financial Analyst x 2
Department	Finance
Reports to	Senior Financial Analyst
Date	November 2013

Overall Purpose of Job

- To facilitate the achievement of the company’s mission and objectives through the provision of decision support information.
- This role is designed to develop the Hospital’s decision support information so that the executive leadership and departmental managers can enhance organisational performance.
- The role will include provision of information in relation to service line development, operations, financial, revenue cycle, human resources and supplies.

Key Responsibilities and Deliverables

Service Development

- Assist in the preparation of budgets, forecasts and target setting.
- Analyse information by Consultant, service line and so forth.

Financial Analysis

- Develop, produce and circulate weekly, and monthly KPI’s and statistics.
- Provide information to executive and departmental managers in relation to key financial and operational performance.

Revenue Cycle

- Provide analytical support to the revenue cycle supporting strategic and transactional business decisions.
- Develop robust controls, monitoring and audit procedures for billings.

Systems Development

- Work with IT to assist in designing and implementing procedures that support checking and reviewing of contract information and automated billing processes.

Employee Productivity

- Liaise with Human Resources and payroll to generate employee productivity information to include reports and statistics.

Patient Cost Analysis

- Contribute to the creation of a patient cost accounting process.

UPMC Beacon Hospital

Staff Supervision (one position only, separate reporting structure)

- Supervise business office operations.
- Design and develop processes and procedures for operational tasks and financial reporting within the scope of business office.
- Participate in all service evaluations and review processes in order to enhance the delivery of billing service to customers and stakeholders.
- Develop and maintain strong relationships with health insurance companies to ensure that contract conditions are understood and that both sides are in compliance.

Other duties

- Undertake other duties as required and as the roles develop.

Person Specification

Qualifications	<ul style="list-style-type: none">▪ Qualified Accountant preferably ACA.
Experience	<ul style="list-style-type: none">▪ Financial analysis experience.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none">▪ Well-developed analytical skills.▪ Strong systems and process development skills.▪ Good report writing skills.
Personal Competencies	<ul style="list-style-type: none">▪ Good analytical and proactive thinking skills.▪ Good verbal and written communication skills.▪ Team player.▪ Good task manager; organised and able to handle a pressurised workload.▪ Capable of taking responsibility for own workload.▪ Ambitious with the potential to develop with the role and hospital. All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
Signature Date

Name (Block Capitals)