

Job Description

Job Title	Accounts Analyst
Department	Finance Department
Reports to	Financial Analyst
Date	May 2014

Overall Purpose of Job

The mission of the Beacon Hospital is to provide exceptional patient care in an environment where quality, respect, caring and compassion are at the core of our practice. This must include all our patient dealings and business processes.

The Accounts Analyst will support the Finance Team during an exciting and challenging short term project. There is potential for a longer term contract.

Key Responsibilities and Deliverables

- Be knowledgeable of full remit of financial processes and their effect hospital-wide.
- Be cognisant of responsibility of analyst's role in affecting hospital processes.
- Be competent in the use of the IT structure and processes that support finance team as a whole.
- Be super-user of internal systems.
- Have sufficient knowledge or access to knowledge to provide correct information regarding fiscal reporting and regulations.
- Promote and maintain strong relationships with supplier accounts.
- Participate in regular checking, review and reconciliation of measures to ensure validity of management reporting of Key Performance Indicators.
- Participate in all audits, service evaluations and process reviews.
- Comply with departmental and hospital policies and guidelines.
- Participate in meetings and other duties as requested and contribute to the on-going development of the department and hospital.
- Create an environment that encourages teamwork, positive attitudes and high morale.

Person Specification

Qualifications	<ul style="list-style-type: none"> Third level qualification in Business, Accounting or Finance essential. Advanced Excel and a basic proficiency in other modules.
Experience	<ul style="list-style-type: none"> At least 3 year previous work experience in a dynamic finance team
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> Capacity for analytical thinking and problem-solving and possess good decision-making ability. Operational knowledge of accounting processes and requirements. Ability to work to financial targets within timeframes. Demonstrate an affinity for dealing with financial systems, balanced by high level of customer relation skills. Demonstrate an aptitude for computing with good keyboard skills and ability to learn hospital system and supporting IT Systems. Capable of communicating effectively and courteously with stakeholders, including suppliers, clinical staff and hospital management. Strong awareness of the need for confidentiality, discretion, precision and a methodical approach in all matters. Maintain motivation to get things done with attention to detail, within the constraints of a busy department.
Personal Competencies	<ul style="list-style-type: none"> All posts in 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. To be self motivated with a high capacity for responsibility and individual initiative while working within the team dynamic. Demonstrate an ability to prioritise work and handle large volumes of activity. Excellent organisational skills. A good level of English is required.

Important Note: The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skills and aptitudes necessary to respond to a changing situation. The Hospital is at the developmental stage and therefore, the job description must be regarded as an outline of the major areas of accountability at the present time. In light of the changing needs of the Hospital this job description may be subject to review as the Hospital and post holder's role develops.

Job Description received by employee: _____
Signature
Date

Name (Block Capitals)