

Job Description

Job Title	Cost Accountant
Department	Finance
Reports to	Financial Management Team
Date	October 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.

Understanding the true cost of each episode of patient care is fast becoming mission-critical for every hospital and healthcare delivery system. The Beacon Hospital is now seeking the right individual to lead the development of a new cost accounting initiative.

The main goal of this initiative will be as follows:-

To develop a framework or methodology to enable reporting of contribution margin by episode of care, physician and service line/medical specialty so that management can use the information to make decisions which enhance organisational performance.

To develop a cost accounting framework will necessitate combining data from separate clinical, operational and financial information systems.

Key Responsibilities and Deliverables

Lead the development of a cost accounting framework in order to enable reporting of contribution margin by speciality as a first priority, but ultimately to determine the cost of each individual episode of patient care. This will require an ability to understand the information available from a number of separate systems and work with IT, Supply Chain, Clinicians, and Departmental Managers to develop an effective and reliable solution.

As owner of the cost accounting initiative and contribution margin reporting, provide support to financial analysts as required for budgeting and forecasting purposes.

Other subsequent improvement projects

In line with industry developments, there will likely be further system and data developments which will enable enhancements to the cost accounting framework. Assist in such projects from a cost accounting perspective.

Other duties

Undertake other duties as required and as the roles develop.

Person Specification

Qualifications	<ul style="list-style-type: none"> ▪ Qualified Management Accountant. ▪ Ideally CIMA qualified accountant. ▪ Degree holder in Business, Accounting, Management Information Systems or similar.
Experience	<ul style="list-style-type: none"> ▪ Finance/Accounting experience (5+ years overall including above). ▪ Thorough knowledge of cost accounting models and will have several years' recent experience in a cost accounting role. ▪ Experience in a project transformation/change role. ▪ Healthcare industry experience advantageous subject to overall experience/skillset.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> ▪ Thorough knowledge of cost accounting models. ▪ Proven record of achievement, with specific examples of process improvement. ▪ In-depth knowledge of Finance Business Processes. ▪ In-depth knowledge of Finance/Accounting Systems. ▪ Strong financial analysis skills. ▪ Advanced Excel & Data Manipulation Skills.
Personal Competencies	<ul style="list-style-type: none"> ▪ Excellent interpersonal and communication skills. ▪ Excellent analytical and problem solving skills. ▪ Results focussed. ▪ Ambitious with the potential to develop with the role and hospital. ▪ 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 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)