

## Job Description

<b>Job Title</b>	<b>Finance Analyst</b>
<b>Department</b>	<b>Finance</b>
<b>Reports to</b>	<b>Senior Financial Analyst</b>
<b>Date</b>	<b>October 2014</b>

### Overall Purpose of Job

- As part of the Finance team, to help facilitate the achievement of the company's mission and objectives through the provision of decision support information.
- This role is designed to help strengthen the Hospital's decision support information so that the executive leadership and departmental managers can enhance organisational performance.
- The individual will provide support and assistance to the Finance team as required which will include analysis and provision of information in relation to revenue, billing, operations, service line development, human resources, and supplies. The individual will also have the opportunity from time to time to assist in the preparation of tender responses, and in various projects as they are undertaken to continue to enhance the Hospital's decision support information.

### Key Responsibilities and Deliverables

#### KPI Reporting

- Assist in the preparation of daily, weekly and monthly KPI reporting for the purposes of performance tracking throughout the month and for month end Management and Board reporting.
- Provide information to departmental managers in relation to key financial and operational performance.

#### Revenue Analysis

- Assist in preparation of detailed revenue reporting, for monthly reporting and for various analysis as required by management from time to time.
- Analyse information by Consultant, service line and so forth.

#### Accounts Receivable Analysis

- Assist in preparation of detailed Accounts Receivable reporting both to assist the Revenue Cycle/Billing team and for management reporting purposes.

**Insurance Contract Analysis**

- Assist in analysis of financial impact of major insurance contracts to support management in the contract renewal process

**Budgets**

- Assist the Finance team in preparation of annual budgets, and interim reforecasting.

**Patient Cost Analysis**

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

**Tender Responses**

- Assist in the preparation of tender responses for government, insurers and other external bodies.

**Other duties**

- Undertake other duties as required and as the role develops.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Bachelor of Commerce/Finance/Accounting or similar with a minimum 2.1 Honours degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ One to two years' experience in a relevant role in professional services or industry</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Well-developed analytical skills.</li> <li>▪ Strong Excel skills and proficient user of other Microsoft Office applications.</li> <li>▪ Good report writing skills.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>▪ Good analytical and proactive thinking skills.</li> <li>▪ Good verbal and written communication skills.</li> <li>▪ Team player.</li> <li>▪ Good task manager, organised and able to handle a pressurised workload.</li> <li>▪ Capable of taking responsibility for own workload.</li> <li>▪ Ambitious with the potential to develop with the role and hospital.</li> <li>▪ 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 or hospital management.</li> </ul>

**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)**