**North Cumbria Primary Care Alliance**

**Management Accountant**

Based at: West or North Cumbria

Hours: 37.5 per week

Salary: £40,800 - £51,000

A new role has arisen for a highly proficient Management Accountant to join North Cumbria Primary Care. This is a broad role, reporting to the Managing Director and Director of Finance, working across primary care services in North Cumbria.

North Cumbria Primary Care Ltd (NCPC) is an innovative not for profit social enterprise, established to create a network of great practices that sustains and supports the development of general practice across the local area. We enable our member general practices to continue to operate as local family practices with the benefit of a large and robust infrastructure to provide support.

We want our practices to become wellbeing practices, actively closing the gaps around mortality and morbidity. The ethos of the company is one of collaboration, learning and continuous improvement.

This role is key to the success of the organisation. We need someone to further develop and strengthen our financial systems and processes to ensure robust financial management and control.

**Job Description**

Working independently, you will be able to multi task and work under pressure to meet deadlines. Your duties will include, but are not limited to

* Promoting an environment of strong financial control within NCPC
* Working with the Managing Director and Locality Leads to set budgets, monitor and report on actuals against budget
* Offer development support to the locality and service delivery leads for budget development and monitoring
* Act as the main point of contact and expertise relating to all accounting matters
* To put in place procedures and undertake checks needed to ensure the accuracy of data entered into the Xero accounts software by other members of the finance team and locality teams
* To coordinate the preparation of regular financial monitoring reports including profit and loss accounts, balance sheets, cashflow, capital, and provisions
* To ensure that NCPC’s accounting is developed and executed in line with national guidance
* To develop financial control procedures to ensure appropriate levels of assurance on accuracy, completeness and anti-fraud measures
* To take lead role in the year end procedure, bringing the accounts to trial balance stage, and preparing a file of supporting information to provide to the accountants to enable preparation of statutory accounts. Undertaking this work in sufficient time to ensure adequate review by senior management
* Ensure robust working papers are available to support annual accounts
* To co-ordinate the audit process and liaise with statutory auditors
* To provide advice, information and expertise to enable the provision of the best possible standards of healthcare
* Support payroll process’s where necessary
* To ensure the integrity of the fixed asset register
* Oversee monthly, quarterly and year-end stock adjustments into the balance sheet and preparing the inventories notes to the annual accounts
* Oversee monthly, quarterly and year-end creditor, debtor, accrual, prepayment and other balance sheet adjustments as far as needed for management or year end accounts
* Ensure the correct accounting treatment for NCPC’s main provisions including pensions and public liability
* To coordinate NCPC’s VAT return
* To act as lead on NCPC’s balance sheet ensuring control accounts are reconciled and reviewed promptly and liaising with staff to understand and clear outstanding items
* To act as lead on the introduction of all new accounting standards and the likely effect on NCPC’s accounts
* The post holder will support the maintenance of internal financial control
* To liaise with the executive team over the inclusion of the finance information included in the annual report
* To ensure the P11D’s are correct and to ensure prompt payments of Class 1A NIC to HMRC
* Support the Managing Director and Director of Finance in the risk assessment of identified financial risks and the implementation of arrangements to manage those risks
* To co-ordinate and oversee GP superannuation requirements, including preparation of estimates of pensionable pay, reconciling pension deductions collected from GPs and collected from the organisation, and co-ordination the process of submission of Type 2 superannuation certificates by GPs

**About you**

You will be organised and conscientious with the ability to work under pressure, planning workloads to meet deadlines. A common sense approach to work is important, as well as being able to handle highly confidential information whilst maintaining both internal and external relationships.

**Equality and Diversity**

North Cumbria Primary Care is a disability committed organisation. All applicants who meet the essential role criteria will be offered an interview. We are committed to achieving equality and opportunity for all staff.

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | Professional accountancy qualification (CCAB/CIMA recognised)  Evidence of CPD | Educated to degree level |
| Knowledge and experience | In depth specialist knowledge of financial and accounting procedures relating to NHS legislation  Familiarity with and understanding of the income streams commonly received by NHS organisations holding Primary Care GMS/PMS/APMS contracts  Excellent knowledge of and ability to use / create Excel spread sheets to an advanced level  Ability to apply judgement to develop solutions to highly complex problems where there are conflicting priorities and there is no precedent  Ability to advise on policy relating to finance and procurement which impacts on the organisation  Ability to interpret health service policy on finance, cash and capital and apply to the development of policy and processes in the organisation | Advanced knowledge of VAT  Experience in the use of Xero |
| Experience | Minimum 3 years post qualifying experience within a complex organisation  Creating clear plans that can be flexible to the needs of the organisation  Working as part of a team | Delivery of process modernisation  Knowledge of working in a healthcare environment |
| Skills and abilities | Self-motivated and able to work both independently and as part of a team  Able to influence and persuade others and inspire and motivate staff  Ability to remain calm under pressure  Strong communication skills, both orally and in writing  Professional approach to work and acts with integrity |  |
| Planning and organisation | Excellent organisational, presentational and time management skills  Methodical and well organised  Ability to be flexible and adaptable to different working hours and locations |  |
| Other | Willingness to use technology to improve standards of care and support to our patients  Able to adapt presentational/training to meet the needs of the audience  Expert in using financial systems |  |