

# Finance Officer - Grade V

(Permanent, Full-Time)

## Particulars of Office

1. The appointment is Permanent, Full-time and pensionable.
2. **Salary**  
Remuneration is in accordance with the salary scale approved by the Department of Health and HSE Current scale.
3. **Superannuation**  
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme and or the Single Public Superannuation Pension Scheme will apply to the position and superannuation contributions at the appropriate rate will be payable in accordance with the provisions of the applicable scheme.
4. **Duties**  
The incumbent will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**  
The whole time standard weekly working hours for this grade are 35 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis, as appropriate to the particular service. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours
6. **Probation**  
The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be
  - a) Certified as satisfactory and confirmed in writing;
  - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**  
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the 1<sup>st</sup> day of the month in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

## **8. Annual leave**

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on several factors such as grade, years of service and whole-time equivalency.

## **9. Sick Leave**

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

## **10. Termination of office**

The employment may be terminated at any time by three months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

## **11. Garda Vetting Checks**

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to re-verify employees at any future point, as deemed appropriate by Hospital Management.

## **12. Confidentiality**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

## **13. Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

#### **14. Policies / Legislation**

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

#### **15. Disability Census**

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

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## 1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office possess,

- Experience of working within an Accounts Payable/Accounts Receivable function or related area
- Be a qualified member of a recognised accounting body (ACCA, CIMA, CIPFA, ACA (ICAEW/ICAI), ICAS, CPA) or a student of one of these bodies working towards qualification
- Work on own initiative as well as in a team environment to meet tight deadlines, is flexible, positive, and confident. With excellent communication skills with an attention to detail
- Good IT skills, including proficiency in the application of Microsoft Office, particularly MS Excel
- Excellent numerical skills
- Experience of working in a similar role in a hospital/healthcare environment will be an advantage.
- Ability to contribute significantly to the strategic perspective of the hospital

## 2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

## 3. Character

Candidates for and any person holding the office must be of good character.

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(Permanent, Full-Time)

## JOB DESCRIPTION

**Title:** Finance Officer (Grade V)

**Purpose of the Position:** This is a key post within the Finance department of the NRH, tasked with maintaining efficient operation of the Accounts Payable or Accounts Receivable function and will be cross trained on both functions to provide effective cover and enable flexibility within the roles.

**Accountable to:** Director of Finance

**Liaison / Communication:** The proper performance of these duties will require a high degree of liaison and communication with Managers and staff throughout the hospital in the course of their normal duties and responsibilities. The Finance Officer will also have extensive communications with agencies outside the confines of the hospital.

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(Permanent, Full-Time)

## **JOB DESCRIPTION**

### **Overview of the Role**

- The Finance Officer will be assigned a role in Accounts Payable or Accounts Receivable and accountable for ensuring the efficient day to day administration of the relevant function.
- It is anticipated that the Finance Officer will be cross trained in both Accounts Payable and Accounts Receivable over time in order to provide a degree of flexibility within the Finance function and to enhance succession planning and cover.
- He/she will be expected to ensure that deadlines are met both to internal and external clients.
- He/She will need to ensure that accurate attention is paid to detail and consistent adherence to Finance and Procurement policies and procedures.
- He/she will be expected to co-operate and work in harmony with other teams and disciplines in the hospital.
- He/She will be expected to treat service users with dignity and respect.

## **ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES**

### **General Accountability**

- Be required to be flexible to work in all areas of the Finance department and fulfil the duties associated with same as directed by the Director of Finance or Deputy.
- Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities.
- Demonstrate behaviour consistent with the values of the hospital and ethical code of the hospital.
- Actively manage and co-ordinate their designated area of work.

- Have an awareness of the need for accuracy and confidentiality within the Finance function.
- An effective liaison is maintained between Accounts Payable and Accounts Receivable within the function.
- Ensure that information retrieval and adequate records are in keeping with statutory and organisational requirements and are maintained in a satisfactory condition in order to provide information both internally and externally as required and to fulfil all statutory requirements on an ongoing basis.
- Support the Management team in the retrieval and collation of Finance reports and liaise with external and internal audit functions as required.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

### **Specific Accountability**

- Provide financial and general administrative support and ensure same is carried out efficiently and effectively to agreed standards.
- Participate in the improvement of Financial Control and Governance
- If appropriate, be responsible for the supervision of clerical staff involved in providing financial and general administrative support functions to their assigned area.
- Assist in the orientation of new staff within the area.
- Support the Manager in the development of staffing, training etc as required.
- Ensure that staff understands the importance and relevance of quality in relation to their everyday work.
- Ensure that all relevant staff treats patients and visitors with courtesy and respect in line with the values of the hospital.
- Liaise with the Manager in relation to staff cover requirements i.e. annual leave, sick leave etc. and take responsibility for providing training and support to person covering leave in their area.

- Alert the Financial Controller to any work back logs or other difficulties which may arise from time to time.
- Play an active role in staff training and development ensuring that team members gain experience in the various functions of the area and that they develop the necessary skills to carry out the functions as required.
- Support the collection of financial information in their area as required e.g. from the Agresso financial accounting system
- Help in the assessment of need for further service developments.
- Attend meetings as required by Hospital Management and actively participate at meetings.
- Maintain efficient general office procedures as appropriate to the post. Review and document administrative procedures in their area on a regular basis and make recommendations for improvements as necessary to the Financial Controller to ensure the efficient running of the service.
- Be proactive in developing the post in line with changing service requirements.
- Undertake training and development activities consistent with the position.
- Process and facilitate in the collation and presentation of data in relation to work undertaken.
- Liaise with staff in other departments, the public and outside agencies in a confidential, courteous and professional manner.

**Outline of Duties and Responsibilities (as appropriate to the assigned Accounts Payable/Accounts Receivable role)**

- Register Invoices, Credit/ Debit notes and Payments on the Accounts financial system, allocating expenditure/ receipts to the correct cost centre and expense/ receipts charge account.
- Post Invoices, Credit/ Debit notes and Payments on the Accounts financial system, ensuring correct details are posted, checking VAT and PSWT charges are correct and that the correct Hospital authorisation is visible.
- Complete Supplier/Customer (as appropriate to the assigned role) month end reconciliation to ensure correct and accurate payments and help control expenditure and cash flow management.
- Run weekly and monthly cheque/ EFT payment runs, order foreign drafts from the bank.

- Actively manage aged debtor profile and chase outstanding amounts in line with the hospital credit control policy
- Maintain an accurate supplier master file keeping it updated as and when the supplier details change in particular Tax Clearance Certificate, Bank Account details and C2's where applicable.
- Maintain an accurate filing system for all paid invoices to ensure request of account information is easily retrieved.
- Ensure accurate and timely return of Professional Service withholding Tax (PSWT) for revenue compliance requirements.
- Ensure accurate and timely return of relevant sub-Contractor Tax (RCT) for revenue compliance requirements.
- Ensure accurate and timely return of VAT for revenue compliance requirements.
- Provide support and backup to other members of the Finance team in meeting strict deadlines and to ensure compliance with Prompt Payment Legislation.
- Liaise with suppliers/customers regarding queries on their account, provide support and help to solve queries on outstanding invoices.
- Liaise with Central supplies and Heads of Departments/ Services regarding invoice, credit note and/ or delivery dockets and provide assistance in resolving queries on outstanding items.
- Dealing with all telephone enquiries, queries from supplies, customers, staff, patients, their relatives, other hospitals and external agencies etc in a courteous manner.
- General clerical duties – typing, filing, photocopying, faxing etc as required.
- Liaising with other Departments and Services as required.
- Provide regular ad hoc reports / information and to carry out other duties that may be assigned from time to time.

## Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

*The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.*

*This Job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.*

*I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.*

**To be signed by the post holder.**

Employee Name: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_