

Finance & Administration Assistant Manager

Department:	Corporate
Salary:	£25,000-£35,000
Hours of work:	Full time. Hybrid working model compatible with the role can be discussed.
Base:	Cambridge. We offer flexible working arrangements. Our staff combine on-site and remote working, enabling us to come together when it matters most and promote a healthy work-life balance.
Reports to:	Finance manager, HR & administration manager
Closing date for applications:	Monday 29 May 2023

About Eastern AHSN

Our purpose at Eastern AHSN is to turn great ideas into positive health impact.

We were established by the NHS to convene all partners in the health sector, to develop and deliver innovative solutions in health and care. Our focus is the East of England, but we are also part of a national network which enables us to deliver at scale.

Citizens, academia, health services and industry will achieve more working together than they will in isolation. Our job is to make this happen. We do this by helping innovators to navigate complex systems, generate value propositions and connect stakeholders to overcome challenges together.

<https://www.easternahsn.org/>

Our values and commitment to equity, diversity and inclusion

Eastern AHSN is fully committed to being an inclusive employer, affording equity of opportunity and welcoming applicants from broad and diverse backgrounds.

Staff at Eastern AHSN have come together to co-produce our values and expected behaviours. Our values focus on providing trusted expertise, being inclusive, kind and collaborative in all our working relationships and implementing innovations that truly matter to our communities and partners.

What are we looking for?

We are looking for colleagues who share not only our values but also our enthusiasm and commitment to making a difference for our communities. We are united by being

dynamic, curious, creative and adaptable. We appreciate the value of evidence and enjoy trying new and different approaches to solving problems and are comfortable with ambiguity, often-changing plans and unanticipated challenges.

Job summary and purpose

The primary focus of this role is to assist the finance manager, and HR & administration manager in finance and administration processes. The role is important to business success. People are our most important asset and you'll be the one to ensure we have a happy and productive workplace where everyone works to realize our established mission and objectives.

KEY RESPONSIBILITIES

The finance & administration assistant manager fulfils a critical role in Eastern AHSN, working within a small, but highly focused team, the post holder will:

- Assist the finance manager in full spectrum of finance operations, including but not limited to bookkeeping, processing payments and receipts, invoicing, payroll preparation, month end and year end closing, budget & forecast, cashflow analysis & forecast, financial and management reporting, preparation work for annual audit and statutory filings, etc.
- Assist the HR & administrative manager on office administrative tasks, including but not limited to building and facilities management, handling insurance, utilities, and office supplies, etc.
- Be the primary channel for incoming communications by telephone, mail or email.
- Liaise with our outsourced IT functions for the IT support for the organisation
- Support the Director of Finance & Corporate Services on statutory filings, e.g. ONS surveys, Companies House filings, etc.
- Participate in ad hoc projects as required

Corporate and personal responsibilities

- Promote equal opportunities and affirm that staff, colleagues, patients, and others who encounter Eastern AHSN are afforded equality of access, experience and outcomes.
- Observe Eastern AHSN's equity, diversity and inclusion pledges in every aspect of your work, avoiding any behaviour which discriminates against colleagues, potential employees, patients, or partners on any grounds.
- Uphold and promote the organisation's values.
- Work flexibly and collaboratively with others to achieve the organisation's goals and support its values.
- Support the organisation in creating an environment that values risk management and promotes the highest standards of health and safety for Eastern AHSN's employees, supported by policies and procedures as appropriate.
- Ensure up to date knowledge is maintained and comply with current data protection laws and company data protection and confidentiality policies and procedures.

- Ensure that we only operate within our remit of not offering clinical advice.
- Adhere to all company policies and procedures and any applicable legislation.

Person specification

Competence	Essential requirements	Desirable requirements
Qualifications and training	<ul style="list-style-type: none"> • Educated to degree level in Accounting/Finance or with equivalent professional experience • ACCA, CIMA, CIPFA or equivalent qualification 	
Knowledge	<ul style="list-style-type: none"> • Demonstrate a good understanding finance & accounting process • Good knowledge of office administration and procurement practices and procedures 	<ul style="list-style-type: none"> • Understanding of IT process • Understanding of Companies House filings
Skills	<ul style="list-style-type: none"> • The ability to handle confidential information and being attentive to details • Excellent communication and interpersonal skills • Strong analytical and problem-solving skills • High sense of accountability and able to work independently with can-do attitude • Team player who collaborates well with different stakeholders • Strong organisational and time management skills with the ability to multitask • Excellent skills with Microsoft Office and finance systems 	<ul style="list-style-type: none"> • Knowledge and experience in procurement systems
Experience	<ul style="list-style-type: none"> • Significant hands-on experience in Finance and Accounting functions 	<ul style="list-style-type: none"> • Experience in medical or health care sectors
Right to work in the UK	<ul style="list-style-type: none"> • Applicants must be able to provide evidence of their right 	

to work in the UK at the point
any job offer is made

Personal development responsibilities

- Understanding and awareness of own personal development needs
- Maintenance of a compliant professional portfolio where required

Key relationships

Internal - all Eastern AHSN employees will be expected to form key relationships within the organisation relevant to the role.

External - in addition, the successful appointee may need to develop and build relationships with external colleagues as relevant to the role. These may include, but are not limited to, relationships with:

- Operational colleagues within partner organisations may include but not exclusively:
- NHS Trusts and NHS Foundation Trusts
- Care Quality Commission
- Local Government
- Integrated Care System and Clinical Commissioning Groups etc.
- NHS England & NHS Improvement
- Third Sector Organisations
- Patient Advisory Groups/Services

Benefits of working at Eastern AHSN

As part of the benefits package, Eastern AHSN's employees are entitled to 27 days of annual leave plus bank holidays (pro rata for less than whole-time equivalent) and are offered a company pension (employer contribution up to 10% of annual salary) as well as a cycle to work scheme. In addition, all employees have access to the company's well-being programme.

How to apply

To apply please submit your CV and a covering letter by 5pm on Monday 29 May 2023 to recruitment@eahsn.org specifying your motivation for applying and how you meet our person specification.

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation.

This document was developed by the Eastern AHSN EDI group and approved by the senior management team on 16/08/22.