

## VACANCY - Grade VII Hospital Accountant

<b>Job Title and Grade</b>	St. Vincent's Hospital Fairview is seeking applications for the following post: Temporary Hospital Accountant, Grade VII – Job Ref: <b>SVHF/10/2022</b>
<b>How to Apply</b>	Apply on or before 5pm on Friday, 19 <sup>th</sup> of August, 2022.  Submit CV and Letter of Application to <a href="mailto:recruitment@svhf.ie">recruitment@svhf.ie</a>  Informal enquiries to Mr Eoin Culliton, Acting Chief Executive, St. Vincent's Hospital, Fairview. Convent Avenue, Richmond Road, Fairview, Dublin 3.
<b>Location of Post</b>	St. Vincent's Hospital, Fairview  Convent Avenue, Richmond Road, Fairview, Dublin 3.
<b>Tenure</b>	Temporary Contract 6 months or possible agency basis.
<b>Remuneration</b>	The Salary scale for the post is: €51,342 - €66,742 <b>LSIs</b>
<b>Working Week</b>	The standard working week applying to the post is: 35 hours.
<b>Annual Leave</b>	The annual leave associated with the post is: 30 Days.
<b>Superannuation</b>	All pensionable staff become members of the pension scheme.
<b>Probation</b>	This role will be subject to completion of a satisfactory probationary period of 6 months.
<b>About the Hospital</b>	Located off the Richmond Road in Fairview, St. Vincent's Hospital is an acute psychiatric teaching hospital, catering for both adult and adolescents. With 57 beds and outpatient and day hospital services and with a total staff of approximately 300, the hospital provides a full range of services to persons with mental illness.  The hospital functions in partnership with the HSE and the Mater Misericordiae Hospital Dublin, in the provision of a comprehensive, community-based psychiatric service in Dublin North Central. <a href="http://www.svhf.ie">www.svhf.ie</a>

## Job Specification

<b>Job Title and Grade</b>	Grade VII Accountant – St. Vincent’s Hospital Fairview
<b>Reporting Relationship</b>	The post holder will report directly to the Chief Executive Officer.
<b>Purpose of the Post</b>	<p>To ensure that all financial transactions of the hospital are accounted for and that accurate financial records are maintained in accordance with accounting standards applicable to voluntary hospitals, as laid down by the Dept. of Health and Children.</p> <p>The successful candidate will provide support to the Chief Executive Officer and the Senior Management Team across a wide variety of initiatives and developments.</p>
<b>Principal Duties and Responsibilities</b>	<p><b>Key Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work with the Chief Executive Officer and Senior Management in ensuring that the day to day activities and resources of the Hospital are managed and coordinated so as to provide a quality service which is delivered through the effective and efficient management of the Hospital’s Finances.</li> <li>• Maintain accurate and up-to-date accounting systems and records to comply fully with accounting standards for voluntary hospitals.</li> <li>• Review estimates/budgets with Hospital Management, Consultant Medical staff, Nursing Administration, Department Heads and Senior Staff. Prepare detailed annual estimates of income and expenditure.</li> <li>• Reviews annual financial determination issued by the HSE and apportions appropriately this determination to form an annual and monthly budget for the Hospital.</li> <li>• Ensure approved pay awards are properly costed and submitted to the HSE in a timely basis.</li> <li>• Ensure the efficient use of resources and contribute to the ongoing financial sustainability of the Hospital through the authorisation and control of expenditure, the collection of income and financial resource management.</li> <li>• To determine and manage any gaps in delivering the department’s responsibilities and to ensure that all required duties are covered.</li> </ul> <p><b><u>FINANCIAL MANAGEMENT</u></b></p> <ul style="list-style-type: none"> <li>• Management of the Hospital’s finance function including Salaries Department.</li> <li>• Provide leadership to the staff of the finance function at all levels and support the development of financial skills and expertise amongst non-financial personnel.</li> <li>• Ensure all accounting standards are uniformly used and that they are applied consistently. Where necessary, submit proposals and specifications to the Chief Executive Officer for improving existing financial systems.</li> <li>• Direct the Hospital’s budget programmes and costing activities.</li> <li>• Ensure the Hospital complies with all relevant legislation, accounting standards and policies, procedures and guidelines.</li> <li>• Prioritise competing workload demands from internal and external stakeholders to meet pre-determined targets and timeframes.</li> <li>• Ensures that all Finance Department staff are properly trained to carry out their duties and responsibilities in an efficient manner.</li> <li>• Ensures that the Hospital works within the code of Working Capital limits as set out by the HSE.</li> <li>• Ensure financial policies and procedures are in place for all financial cycles and</li> </ul>

reviewed on a periodic basis to ascertain that it reflects current practice.

**FINANCIAL PERFORMANCE MANAGEMENT:**

- In conjunction with the Chief Executive Officer lead negotiations with the HSE and other funding agencies in relation to funding, establishment of financial targets and on-going monitoring of the allocation and funding of services.
- Prepare timely and accurate reports as required by Senior Management of the Hospital and the HSE.
- Interpret financial results; appraise the Hospitals financial position and issue period reports, including monthly financial and management reports to the Chief Executive Officer.
- Prepare detailed monthly financial accounts for submission to the Hospital Board and the HSE.
- Prepare annual financial statements for audit and liaises with auditors to supply explanations as required.
- Regularly review internal control procedures and make recommendations on changes and developments. In this regard account must be taken of the accounting standards for voluntary hospitals as laid down by the Department of Health and Children the HSE and FRS102.
- Supplies Department Heads and other Senior Hospital Staff with appropriate accounting, budgeting and costing reports on a regular and ad hoc basis as required.
- Supervise the Purchasing Department and ensure that adequate and appropriate purchasing systems are in place. This will include the annual tendering process for goods and services.
- Ensure that all statutory and other returns are completed on a timely and accurate basis.
- Undertake analysis and ad-hoc financial performance reporting for specific improvement programs /areas of concern.
- Assist the implementation of data and reporting systems and controls to support the management of the Hospital's reporting requirements.
- Work in conjunction with the managers of administration and services departments within the hospital, as directed by the Chief Executive Officer, in support of the main functional areas of the Hospital.
- Other duties consistent with the role and as directed by the Chief Executive Officer.

**N.B.:** The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

## Job Requirements

<b>Eligibility Criteria Qualifications and/ or experience</b>	<ul style="list-style-type: none"> <li>• Finalist or recently qualified accountant (ACCA, CPA, ACMA, CIMA, ACA) or equivalent may apply.</li> <li>• Relevant role experience in a similar sized organisation with multiple stakeholders.</li> <li>• Demonstrate experience of finance and budgeting systems.</li> <li>• Experience with Agresso financial package or similar desirable.</li> <li>• Previous management in a hospital environment is desirable but not essential.</li> </ul>
<b>Post Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Experience of establishing project teams, formulating project plans and delivering projects on time and budget – desirable.</li> <li>• Knowledge of Financial Reporting Standards.</li> <li>• Experience in reporting, analysing and manipulating data.</li> <li>• Experience of managing people.</li> </ul>
<b>Skills, competencies and/or knowledge requirements</b>	<p><b><u>Professional Knowledge:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge/experience and track record of managing a significant annual budget; knowledge of FRS102 and Financial Regulations including charitable status.</li> <li>• Experience in working and maintaining Accounting Systems.</li> <li>• Excellent IT Skills particularly in Excel.</li> </ul> <p><b><u>Planning &amp; Organising:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results.</li> <li>• Demonstrate the ability to work to tight deadlines and operate effectively with multiple competing priorities.</li> <li>• Evaluating Information and Decision Making.</li> <li>• Display excellent analytical skills to enable analysis, interpretation of data from various sources and make effective decisions.</li> <li>• Demonstrate effective problem solving.</li> </ul> <p><b><u>Leadership &amp; Teamwork:</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate capacity for management responsibility and initiative.</li> <li>• Demonstrate team work skills including the ability to work as part of a multidisciplinary team environment.</li> <li>• Demonstrate the ability to interact in a professional manner with other finance staff, business budget holders and other key stakeholders.</li> <li>• Demonstrate ability to work on own initiative while also being a Team Leader.</li> <li>• Demonstrate ability to motivate staff in a challenging environment.</li> <li>• Demonstrate excellent communication and interpersonal skills including excellent presentation skills.</li> </ul>
<b>Other requirements specific to the post</b>	<p>A flexible approach to working hours is required in order to ensure deadlines are met. Post may involve occasional travel to other locations.</p>