

## NHS PROPERTY SERVICES LTD

### Job Description

<b>Job title:</b>	Financial Accountant – PFI and Leases
<b>Level:</b>	2
<b>Type of role:</b>	18 Month FTC
<b>Base:</b>	London
<b>Travel requirements:</b>	As Required
<b>Responsible to:</b>	Senior Financial Accountant – PFI and Leases
<b>Directorate:</b>	Finance

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

#### Main purpose / scope of the role

This is a role within the Group Financial Control team based in London. The individual will join a team of some 30 finance professionals who provide financial planning and budgeting, reporting, control and general ledger oversight for NHS Property Services.

- Prepare and deliver PFI and Lease accounting for the review of the Senior Financial Accountant and support them in maintaining and enforcing accounting policies within NHS PS
- Ensures that the general ledger balances and dependant reporting are compliant with IFRS accounting principles and internal finance policies;
- They will assist in developing and maintaining core financial controls;

The role holder will assist the Senior Financial Accountant with improvement of the financial controls and reporting environment, participating in a wide range of projects in a period of internally and externally driven change for the organisation

## **Key Responsibilities**

- The role holder will be responsible for the preparation and processing of PFI and IFRS 16 -compliant leasing month end accounting entries, backed up by sound, clearly documented accounting rationale and verified inputs
- Preparation of balance sheet reconciliations, ensuring they are substantiated to underlying evidence from the business or relevant department, complying with internal control and ownership policy
- Preparation of the PFI and IFRS 16 Leases budgets
- Assist in preparing key disclosure notes and audit evidence for statutory reporting ensuring that they are based on robust information, supportable assumptions and can stand up to audit challenge
- Work with the Fixed Assets accountants to support both the adjustment & maintenance of IFRS 16 'Right of Use Assets' and any Fixed Assets arising from IAS17 finance lease improvements

## **Organisational, Policy & Planning Responsibilities**

- Assist in the provision of advice on accounting treatments including that which is in line with the IFRS 16 standard and support its full embedding into "business-as-usual"
- Assist the Senior Financial Accountant in the development of new policies as well as in the provision of timely accounting advice to other departments
- Assist in the development of central depository of accounting policies and ensure those are maintained up to date and enforced throughout the business
- Assist in the monitoring of emerging changes to IFRS and Governmental FReM and transition planning
- Responsibility for various ongoing initiatives under the financial reporting and control project agenda

## **Analytical & Judgemental**

- Support the investigation of technical accounting issues and develop new NHS PS accounting policies
- Develop a good understanding of the reporting differences between Statutory, Management and Department of Health views

## **Communications & Relationships**

- Business partner with the rest of Finance to support the delivery of month end
- Deals with stakeholders in Finance, Property Management, the Department of Health and the National Audit Office

## Responsibility for Physical and Financial Resources

On a personal level, individuals must operate with honesty and propriety. The integrity of financial reports depends on the accuracy and completeness of financial records.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	Recognised Finance professional qualification (ACA/ACCA/CIMA)	
<b>Knowledge</b>	Understanding of financial reporting, financial control framework  Strong technical and applied accounting	Specific knowledge of Property Companies and / or Facilities Management Companies.
<b>Experience</b>	Finance professional who has gained control and analytical skills from a commercial or audit background	Implementing change
<b>Skills</b>	Ability to fit in and work with the wider team essential  Accurate and analytical  Able to manipulate and interpret large amounts of data and understand the control risks  Good technical accounting skills  Advanced Excel skills (Pivots, LOOKUPS and other matching and comparing formulae)	Plans ahead to ensure quality delivery
<b>Personal Qualities &amp; Abilities</b>	Confident approach, hardworking and committed  Ability to manage time effectively, prioritising and delivering to agreed deadlines  Enthusiasm, determination, motivated to succeed	

	Not afraid to challenge and ask questions;	
--	--	--