

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Project Accountant
Level:	3
Type of role:	Permanent
Base:	99 Gresham Street, London (WFH)
Travel requirements:	None
Responsible to:	Senior Corporate Business Partner
Directorate:	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

- The role holder joins the NHSPS Finance function which comprises approximately 200 colleagues;
- Specifically, as part of the Finance Business Partnering team who provide financial reporting, analysis, insight, control and budgeting support for the Business' Facilities Management, Asset Management and Corporate Overheads divisions and support the financial reporting and challenge for the company's Project portfolio.
- Provide expert financial support to all Projects including challenge and scrutiny of planned and incurred expenditure, value for money assessments, benefits tracking and regular

reporting to senior management on progress.

- Provides timely and meaningful commentary on Projects performance feeding into the regular monthly reporting to Executive pack and Programme Board.
- Ensures that all aspects of the company's financial results in relation to Projects are accurately captured, understood and reported each month by reviewing the ledger position and engaging with Financial Control and project managers to agree material accruals etc;
- Deals with multitude of stakeholders both in wider Finance, the business Senior Management and Executive Directors.

Key Responsibilities

- Responsible for delivering financial reporting, analysis, review of performance and investigation for all projects within the NHS PS portfolio. This includes providing timely and meaningful commentary into the monthly management accounts which clearly conveys the performance and financial risks to senior management.
- Working with all relevant stakeholders and project managers to ensure all appropriate accruals, receipting and purchase orders are raised and recognized in the ledger on a monthly basis. Takes ownership of these figures as understanding of all project plans and business cases is essential to ensure accurate costs are being incurred and forecasted.
- Work with Capital Accounting and Financial Control teams to ensure all Project expenditure is appropriately categorised as either revenue or capital spend and be able to articulate the impact of this with reference to Department of Health and Social Care reporting requirements.
- Must liaise with the Project Management Centre of Excellence (PMCoE) to establish an understanding of all projects business cases, benefits and budget prior to the start of the fiscal year.
- Meets regularly with project managers on a monthly basis to update monthly rolling project forecasts based on financial analysis of cost drivers in month and projected spend.
- Prepare annual budgets and quarterly forecasts in collaboration with Project Managers and Financial control for all NHS PS projects. Working with all project stakeholders to substantiate all budgetary assumptions, aggregate forecast and budget expectations and communicate the final product to relevant stakeholders.

- Prepare monthly reporting presentation which includes monthly and year-to-date project costs, project forecast and performance against budget. This summary will need to be submitted to both finance executive and programme board packages.
- Responsible for the tracking of financial benefits and cost transformation initiatives, for all relevant projects which have identified financial benefits within their business cases. These benefits must be corroborated, approved with PMCoE and presented to Programme Board on a quarterly basis.
- Tasked with preparing financial tutorials to support project managers and project stakeholders to help prepare for them for monthly reporting requirements and expectations. Expected to work along with the PMCoE to create presentations that will help facilitate project manager performance and understanding of the finance function.

Person Specification

	Essential	Desirable
Qualifications	Qualified ACA/ACCA/CIMA or equivalent including relevant post qualification experience.	Ideally qualifications via training in a corporate environment providing exposure to senior management.
Knowledge	Demonstrates good understanding of project accounting, corporate management accounting, reporting of overheads and business partnering responsibilities. Has expert knowledge of core financial controls within a large organisation.	Good knowledge of NAV GL and JET reporting tools. Knowledge of using Microsoft Power BI for financial reporting.
Experience	Experience of requirements of a management accounting role within large Financial and Management reporting team. Has experience in dealing with Executive level and proven ability of communicating results and updates to senior management.	Has an understanding of the active and Planned Projects within NHS PS. Has knowledge of the overhead costs types within NHSPS or similar company. Knowledge of technical

		accounting with specific knowledge of IFRS framework for capitalisation.
Skills	<p>Analytical and challenging mindset. Has very good Excel and PowerPoint skills.</p> <p>Understands delivery of commentary required for different audiences and purposes. Able to prepare presentations to suit the senior stakeholders which are clean, crisp and with information that is relevant.</p> <p>Well organised and plans – anticipates needs of stakeholder due to nature of their area.</p>	<p>Good negotiation and articulation skills. Able to get the message over in the right way to stakeholders.</p>
Personal qualities/abilities	<p>Very strong interpersonal skills and able to demonstrate clear articulation of financial issues to non-Finance personnel. Able to form a trusted relationship with senior managers of NHSPS.</p> <p>Pro-active in obtaining information and explanations to ensure they are in place ahead of meetings with Exec.</p> <p>Tenacious, “can do” attitude.</p> <p>Follows up on responses and tracking control related issues – providing regular updates to line manager.</p>	<p>Able to challenge upwards and not afraid to ask difficult questions backed by finance data.</p> <p>Desire to develop and grow in a dynamic fast moving environment.</p>

Other requirements as applicable	Customer focus. Commitment to support delivery of Company strategic goals. Flexible mindset. Able to adapt and work with change.	Proven skills in mentoring and managing junior members of staff.
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