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# Finance manager

Our finance managers make sure that our frontline staff have the resources they need to be able to deliver the treatment and care our patients need.

Managing the finances of an NHS organisation, whether it is a large hospital trust, ambulance service trust or clinical commissioning group [1], is like running the finances of a large company. As a finance manager, you'll be responsible for ensuring that the funds for these organisations are allocated and spent appropriately for the good our staff and patients.



# **Working life**

In financial management, your role will incorporate managing budgets and deciding on resource allocation.

It will include:

- payroll and pensions ensuring staff get paid
- · accounts paying for goods and services, collecting income
- financial systems the Information Technology (IT) systems that track all financial activity
- management information gathering and interpreting the financial data required to make day-to-day and strategic management decisions
- reporting preparing annual financial reports and co-ordinating with the Inland Revenue,
   VAT collection and other authorities
- financial audit checking expenditure and income.

# Roles in financial management

There are a variety of job roles and job titles in financial management. Here are some examples:

Apprenticeships logo

- management accountant
- financial planning manager

- · assistant director of finance
- head of finance

#### Management accountant

In this example, you would work closely with the head of finance and:

- establish systems and processes to enable the timely and accurate delivery of monthly management accounts and budget information
- be involved in the annual budget setting process
- · provide ongoing support and direction for the budget holders
- investigate and report on variances
- be involved in ad hoc projects and reports (eg contributing to the five-year business planning processes)

#### Financial planning manager

Here, you will be:

- working for an NHS trust or clinical commissioning group [1]
- providing a financial planning service to commissioning acute services
- providing the financial data to support local delivery plans and the Service Level Agreement process.

#### **Assistant director of finance**

In this type of role, you will be

Your role will incorporate managing budgets and deciding on resource allocation

- responsible for financial planning and control for a specific organisation (eg working in an NHS trust, supporting the needs of over 3 million people and employing 7,100 staff on two main and two smaller sites
- integral in managing a budget to improve health care provision (eg a £270 million scheme to modernise the trust, including moving the majority of acute facilities onto a single site hospital)
- a key member of the Finance Senior Management team, with main areas of responsibility to lead the maintenance and development of finance systems and formulate business cases to develop and modernise the trusts services.
- providing a comprehensive financial service in relation to the Trusts Corporate Governance [2] Agenda.

#### Head of finance

Working within an NHS trust or clinical commissioning group [1] and in this example, you'll have responsibility for the financial leadership of the information communication and technology programme across a number of NHS organisations to ensure that all statutory financial requirements are met.

There are opportunities to work in finance in non-managerial roles.

### Who would I work with?

You could be working with, <u>human resources managers</u> [4], <u>clinical managers</u> [5] and staff woking in strategic management [6].

# Want to learn more?

- Find out more about the entry requirements, skills and interests required to enter a career in financial management [7]
- Find out more about the training you'll receive for a career in financial management [8]

# Pay and conditions

Most jobs in the NHS are covered by the <u>Agenda for Change (AfC)</u> [9] pay scales. This pay system covers all staff except doctors, dentists and the most senior managers. Staff in the NHS will usually work a standard 37.5 hours per week. They may work a shift pattern.

Your career in financial management within the NHS would typically start at Agenda for Change [10] band 5 – for example as a team manager. Finance section managers would typically be on band 6, department managers on band 7 and principal finance managers on band 8a. Senior director level posts would be paid on the Very Senior Managers pay system.

Terms and conditions of service can vary for employers outside the NHS.

# Where the role can lead

With further training and/or experience, you may be able to develop your career further and apply for more senior managerial roles.

Progression for those with ability is typically via operational management in a large healthcare provider. Relocation for promotion is common.

More diverse routes are now opening up, for example, jointly-funded posts between health and social services.

Graduates from the <u>NHS Graduate Management Training Scheme</u> [11] who specialise in financial management are expected to gain rapid promotion into senior financial positions.

Management qualifications, such as a Master of Business of Administration (MBA) may be an advantage for some posts.

# Job market and vacancies

When you're looking for jobs in financial management, there are a number of sources you can use, depending on the type of and level of work you're seeking.

Below are just some of the current vacancies in finance on the NHS Jobs website.

# Find a vacancy

Enter your location or postcode

#### Show results within

#### Search

#### Head of Finance

Wigan, WN2 3HZ

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

Wigan and Leigh Hospice

Apply now on NHS Jobs for Head of Finance job (opens in a new window) [12]

## Head of Finance – Corporate / R&D

Tooting, SW17 0QT

Salary:

£82462.00 to £93773.00

Type:

Permanent

Employer:

St George's University Hospitals NHS Foundation Trust

Apply now on NHS Jobs for Head of Finance – Corporate / R&D job (opens in a new window) [13]

### Finance Manager

Southampton, SO40 2RZ Southampton, SO19 8BR Newport, PO30 5TG

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust
Apply now on NHS Jobs for Finance Manager job (opens in a new window) [14]

### Finance Manager

London, E14 5HJ

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

Barts Health NHS Trust

Apply now on NHS Jobs for Finance Manager job (opens in a new window) [15]

# Finance Manager

London, SE1 8SD

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

Apply now on NHS Jobs for Finance Manager job (opens in a new window) [16]

## Finance Manager

Bedford, MK40 2TX

Salary:

£45000.00

Type:

Permanent

Employer:

**Primary Care Careers** 

Apply now on NHS Jobs for Finance Manager job (opens in a new window) [17]

### Finance Manager

Crawley, RH11 0NF

Salary:

£20200.00 to £21350.00

Type:

Permanent

Employer:

Langley Corner Surgery

Apply now on NHS Jobs for Finance Manager job (opens in a new window) [18]

## Practice Finance Manager

Honiton, EX14 2NY

Salary:

£38682.00 to £46560.00

Type:

Permanent

Employer:

**Honiton Surgery** 

Apply now on NHS Jobs for Practice Finance Manager job (opens in a new window) [19]

# Part-Time Finance Manager

Leeds, LS17 6QD

Salary:

£37985.00 to £45302.00

Type:

Permanent

Employer:

St Gemma's Hospice

Apply now on NHS Jobs for Part-Time Finance Manager job (opens in a new window) [20]

# Assistant Divisional Finance Manager

Manchester, M20 4BX

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

The Christie NHS FT

Apply now on NHS Jobs for Assistant Divisional Finance Manager job (opens in a

## Finance & Business Manager

Bridlington, YO16 4LZ

Salary:

Negotiable

Type:

Permanent

Employer:

Drs Reddy & Nunn

Apply now on NHS Jobs for Finance & Business Manager job (opens in a new window) [22]

## Finance Manager - Health Innovation Network

London, SE1 7EU

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

Guy's and St Thomas' NHS Foundation Trust

Apply now on NHS Jobs for Finance Manager - Health Innovation Network job (opens in a new window) [23]

### Director of Finance and Estates

Doncaster, DN4 8QN

Salary:

£140000.00 to £158000.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

Apply now on NHS Jobs for Director of Finance and Estates job (opens in a new window) [24]

## Director of Finance & Corporate Services

York, YO24 1GL

Salary:

£65000.00 to £70000.00

Type:

Permanent

Employer:

St Leonard's Hospice

<u>Apply now on NHS Jobs for Director of Finance & Corporate Services job (opens in a new window)</u> [25]

# Operations and Finance Co-ordinator

Bootle, L20 8AH

Salary:

Negotiable

Type:

Permanent

Employer:

Midlands and Lancashire Commissioning Support Unit

Apply now on NHS Jobs for Operations and Finance Co-ordinator job (opens in a new window) [26]

#### Senior Financial Accountant

Birmingham, B9 4EY

Salary:

Negotiable

Type:

Permanent

Employer:

**Badger Group** 

Apply now on NHS Jobs for Senior Financial Accountant job (opens in a new window) [27]

# Management Accountant

Harlow, CM17 9JX

Salary:

£45777.00 to £46873.00

Type:

Permanent

Employer:

St Clare Hospice

Apply now on NHS Jobs for Management Accountant job (opens in a new window)

# Financial and Capital Accountant

Harrow, HA1 3UJ

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

London North West University Healthcare NHS Trust

Apply now on NHS Jobs for Financial and Capital Accountant job (opens in a new window) [29]

# Assistant Management Accountant

Sunderland, SR5 2TA

Salary:

£34188.00

Type:

Fixed-Term

Employer:

Sunderland GP Alliance

Apply now on NHS Jobs for Assistant Management Accountant job (opens in a new window) [30]

## Senior Management Accountant

Torquay, TQ2 7AN

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Torbay and South Devon NHS Foundation Trust

Apply now on NHS Jobs for Senior Management Accountant job (opens in a new window) [31]

# Assistant Management Accountant

Wolverhampton, WV11 3PG

Salary:

£15.33 to £18.66

Type:

Permanent

Employer:

Health and Beyond

Apply now on NHS Jobs for Assistant Management Accountant job (opens in a new window) [32]

# Senior Management Accountant

Grays, RM16 2PX

Salary:

£37338.00 to £44962.00

Type:

Fixed-Term

Employer:

Essex Partnership University NHS Foundation Trust

Apply now on NHS Jobs for Senior Management Accountant job (opens in a new window) [33]

### Trainee Management Accountant

Sheffield, S11 8HA

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

Apply now on NHS Jobs for Trainee Management Accountant job (opens in a new window) [34]

#### Head of Financial Services

Tolworth, KT6 7QU

Salary:

£93903.00 to £107412.00

Type:

Permanent

Employer:

South West London and St Georges Mental Health NHS Trust Apply now on NHS Jobs for Head of Financial Services job (opens in a new window) [35]

# Head of Financial Analytics

London, SE1 8SD

Salary:

£82462.00 to £93773.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

Apply now on NHS Jobs for Head of Financial Analytics job (opens in a new window) [36]

#### Finance Administrator

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Redhill, RH1 1EB
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Salary:

Negotiable

Type:

Permanent

Employer:

The House Partnership

Apply now on NHS Jobs for Finance Administrator job (opens in a new window) [37]

#### Finance Officer

Fairfield Industrial Estate, LN11 0LS

Salary:

£28500.00 to £33000.00

Type:

Permanent

Employer:

Lincolnshire And District Medical Services (LADMS)

Apply now on NHS Jobs for Finance Officer job (opens in a new window) [38]

#### Finance Officer

Bradford, BD36RJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

Apply now on NHS Jobs for Finance Officer job (opens in a new window) [39]

#### Finance Assistant

New Lane, LS11 5DZ

Salary:

£25000.00

Type:

Permanent

Employer:

Akari Care Limited

Apply now on NHS Jobs for Finance Assistant job (opens in a new window) [40]

### Finance Roles

SCARBOROUGH, YO12 5RE

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Salary:
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£24000.00

Type:

Permanent

Employer:

Saint Catherine's Hospice

Apply now on NHS Jobs for Finance Roles job (opens in a new window) [41]

### Finance Assistant

New Lane, LS11 5DZ

Salary:

£25000.00

Type:

Permanent

Employer:

Akari Care Limited

Apply now on NHS Jobs for Finance Assistant job (opens in a new window) [42]

#### Finance Officer

Ardleigh, CO7 7LD

Salary:

Negotiable

Type:

Permanent

Employer:

**Primary Care Careers** 

Apply now on NHS Jobs for Finance Officer job (opens in a new window) [43]

### Finance Analyst

Leyland, PR26 6TR

Salary:

£31049.00 to £37796.00

Type:

Fixed-Term

Employer:

Midlands and Lancashire Commissioning Support Unit

Apply now on NHS Jobs for Finance Analyst job (opens in a new window) [44]

#### Finance Lead

Bristol, BS16 5FJ

Bristol, BS16 5SG

Salary:

Negotiable

Type:

Permanent

Employer:

**Downend Health Group** 

Apply now on NHS Jobs for Finance Lead job (opens in a new window) [45]

#### Finance Assistant

Tunbridge Wells, TN2 4TA

Salary:

£27486.00 to £30162.00

Type:

Permanent

Employer:

West Kent Primary Care

Apply now on NHS Jobs for Finance Assistant job (opens in a new window) [46]

#### Finance Business Partner

Talbot Green, CF72 9WB

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Welsh Blood Service

Apply now on NHS Jobs for Finance Business Partner job (opens in a new window)

#### Administration Officer - Finance

Southend, SS2 6PR

Salary:

£26500.00

Type:

Fixed-Term

Employer:

**Havens Hospices** 

Apply now on NHS Jobs for Administration Officer - Finance job (opens in a new window) [48]

#### Finance Business Partner

London, SE1 8SD

Salary:

£70387.00 to £80465.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

Apply now on NHS Jobs for Finance Business Partner job (opens in a new window)

[49]

# Senior Finance Analyst

Newport, NP18 3XQ

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

Apply now on NHS Jobs for Senior Finance Analyst job (opens in a new window)

[50]

## Senior Finance Analyst

London, SE5 9RS

Salary:

£44806.00 to £53134.00

Type:

Fixed-Term

Employer:

King's College Hospital NHS Foundation Trust

Apply now on NHS Jobs for Senior Finance Analyst job (opens in a new window)

[51]

# Finance Analyst - Transformation

Teddington, TW11 8HU

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Kingston and Richmond NHS Foundation Trust

Apply now on NHS Jobs for Finance Analyst - Transformation job (opens in a new window) [52]

# Head of Capital Accounts

London, SE1 8SD

Salary:

£70387.00 to £80465.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

Apply now on NHS Jobs for Head of Capital Accounts job (opens in a new window)

[53]

## Finance Specialist – Provider Collaboratives

Worthing, BN11 1HS

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Sussex Partnership NHS Foundation Trust

Apply now on NHS Jobs for Finance Specialist – Provider Collaboratives job (opens in a new window) [54]

#### Finance and Administration Assistant

Macclesfield, SK11 6JL

Salary:

£26000.00 to £29000.00

Type:

Permanent

Employer:

Vernova Healthcare Community Interest Company

Apply now on NHS Jobs for Finance and Administration Assistant job (opens in a new window) [55]

# Finance and Budget Officer

Nottingham, NG1 6LD

Salary:

Negotiable

Type:

Permanent

Employer:

Nottingham City General Practice Alliance

Apply now on NHS Jobs for Finance and Budget Officer job (opens in a new window) [56]

# Deputy Chief Finance Officer

Bicester, OX26 6HR

Salary:

£88168.00 to £101677.00

Type:

Permanent

Employer:

South Central Ambulance Service NHS Foundation Trust

Apply now on NHS Jobs for Deputy Chief Finance Officer job (opens in a new window) [57]

## Deputy Head of Facilities Management

Liverpool, Bolton or Preston, L24 8RF

Salary:

£55690.00 to £62682.00

Type:

Permanent

Employer:

North West Ambulance Service NHS Trust

Apply now on NHS Jobs for Deputy Head of Facilities Management job (opens in a new window) [58]

# Finance Business Partner Support Officer

Talbot Green, CF72 9WB

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Welsh Blood Service

Apply now on NHS Jobs for Finance Business Partner Support Officer job (opens in a new window) [59]

# Pharmacy Technician for Planned Care and LCW Medicines Management

London, W12 0HS London, W10 6DZ

Salary:

£28407.00 to £34581.00

Type:

Fixed-Term

Employer:

LCW UCC

Apply now on NHS Jobs for Pharmacy Technician for Planned Care and LCW Medicines Management job (opens in a new window) [60]

## Pharmacy Clinical Trials Finance Support Officer

London, E1 2ES

Salary:

£35964.00 to £43780.00

Type:

Fixed-Term

Employer:

Barts Health NHS Trust

Apply now on NHS Jobs for Pharmacy Clinical Trials Finance Support Officer job (opens in a new window) [61]

#### Senior Finance Business Partner - Band 8c

Cheltenham, GL53 7AN

Salary:

£74290.00 to £85601.00

Type:

Permanent

Employer:

Gloucestershire Hospitals NHS Foundation Trust

Apply now on NHS Jobs for Senior Finance Business Partner - Band 8c job (opens in a new window) [62]

#### Band 8a Senior Finance Business Partner

Birmingham, B15 1NT

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

University Hospitals Birmingham NHS Foundation Trust

<u>Apply now on NHS Jobs for Band 8a Senior Finance Business Partner job (opens in a new window)</u> [63]

### Associate Director Finance and Corporate Services

Horley, RH1 1EB

Salary:

£69877.23 to £83509.76

Type:

Permanent

Employer:

Alliance for Better Care CIC

Apply now on NHS Jobs for Associate Director Finance and Corporate Services job (opens in a new window) [64]

## Finance and Contracting Assistant (Student Placement)

Manchester, M1 6EU

Salary:

£24169.00

Type:

Fixed-Term

Employer:

NHS Greater Manchester Integrated Care

Apply now on NHS Jobs for Finance and Contracting Assistant (Student

Placement) job (opens in a new window) [65]

# Primary Care Service Manager (Deputy Head of Healthcare) HMP Woodhill

Milton Keynes, MK4 4DA

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Central and North West London NHS Foundation Trust

Apply now on NHS Jobs for Primary Care Service Manager (Deputy Head of Healthcare) HMP Woodhill job (opens in a new window) [66]

# Financial Analyst

London, SE2 0GB

Salary:

£26634.00 to £30410.00

Type:

Permanent

Employer:

Community Hospice

Apply now on NHS Jobs for Financial Analyst job (opens in a new window) [67]

# Financial Services Apprentice

Bolton, BL1 5DD

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

North West Ambulance Service NHS Trust

Apply now on NHS Jobs for Financial Services Apprentice job (opens in a new window) [68]

#### Accountant

Northallerton, DL7 8AE

Salary:

£41511.00 to £45718.00

Type:

Permanent

Employer:

North Yorkshire Council

Apply now on NHS Jobs for Accountant job (opens in a new window) [69]

# Corporate Planned Care Validator

Sutton-In-Ashfield, NG17 4JL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sherwood Forest Hospitals NHS Foundation Trust

Apply now on NHS Jobs for Corporate Planned Care Validator job (opens in a new window) [70]

#### Assistant Accountant

317 Trustwide, NE2 3AE

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Apply now on NHS Jobs for Assistant Accountant job (opens in a new window) [71]

# Further information

For further information about a career in financial management, please contact

- Association of Accounting Technicians (AAT) [72]
- Association of Chartered Certified Accountant (ACCA) [73]
- Chartered Institute of Management Accountants (CIMA) [74]
- Chartered Institute of Public Finance and Accountancy (CIPFA) [75]
- Consultancy Committee of Accountancy Bodies (CCAB) [76]
- Healthcare Financial Management Association (HFMA) [77]
- Institute of Chartered Accountants in England and Wales (ICAEW) [78]
- NHS Graduate Training Scheme [79]

# Other roles that may interest you

- Finance staff [80]
- Project manager [81]
- Strategic management [82]
- Knowledge and library services [83]

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#### Links

[1] https://www.healthcareers.nhs.uk/glossary#Clinical\_commissioning\_group [2]

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[11] https://www.healthcareers.nhs.uk/i-am/considering-or-university/not-studying-health-related-degree/nhs-graduate-management-training [12] https://beta.jobs.nhs.uk/candidate/jobadvert/B0309-25-

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