

Role Profile

Role Title	Activity Based Funding (ABF) Accountant
Purpose of the Role	To lead, oversee and manage the Activity Based Funding requirements at SJH
Department/Directorate	Finance Department
Reports to:	FP&A Manager
Grade	Grade VII Officer
Salary Scale	€57,677 - €74,978 (LSI x 2)
Job Reference:	000614
Enquiries To:	Mr. Gerard Hughes, FP&A Manager, Finance Department; Phone: 01 428 4853; Email: gehughes@stjames.ie
Closing Date:	Sunday, 11 th August 2024

Key Duties and Responsibilities

Principal Accountabilities:

- Management of the ABF/PLC costing functions and maintaining relationship with HIPE/Management Information Departments/HPO.
- Continue the design, development and implementation of SJH's decision support through business intelligence, Patient Level Costing etc. To include support for research projects, hospital initiatives, etc.
- To maintain and develop efficient systems to facilitate the extraction of cost data and management information from the financial systems to bring business intelligence into the decision making process.
- Management of the costing inputs and returns to the Department of Health in support of Activity Based Funding (ABF) modelling, and assist in the development of the model to achieve its objectives.
- To develop benchmarking against National & International peers.
- Prepare extract files for upload in PPM within the time frame set out by the HPO.
- Provide leadership and advice on matters relating to ABF for clinical and non clinical staff.
- Participate with HPO in relevant ABF Group Committees and working parties
- Analysis and assessment of the financial implications of changes to ABF policies and processes, new ABF opportunities, cost-saving initiatives and other health system reforms.

Principal Deliverables:

- PLC reporting (to bring from annual to quarterly)
- Annual Speciality Costing exercise

- Reconciliation between monthly HPO report (taken quarterly) and SJH quarterly data
- Reporting at all levels of the organisation - Executive Management Group (EMG), Directorate level etc.

Management

- To oversee the costing division workload in order to maintain a high level of effectiveness.
- The ability to work successfully within a team with a focus on quality of work, speed of execution, attention to detail and results is vital to success in this role.
- The post holder will be required to provide cross cover for other personnel within the Decision Support Unit and undertake a full range of duties to include general administration.
- To assist the Director of Finance and the Deputy Director of Finance in the discharge of their duties and to undertake assignments as required.

Costing

- Direct responsibility for the establishment of the Hospital's annual PLC & Speciality Costing Exercise.
- Point of contact for costing/research queries.
- To keep abreast of new developments in management and accounting systems and techniques, including requirements of DMHG Group, HSE and DOH.
- To continue the design, development and implementation of the Hospital's decision support through business intelligence, Patient Level Costing etc.

Reporting

- The post holder will demonstrate excellent analytical and conceptual thinking capability to organise and interpret financial information and challenge business decisions against strategic plan objectives.
- To provide input and assistance in evaluating and implementing hospital-wide systems so as to integrate financial information with patient related clinical and departmental activity data as far as possible.
- Reporting ABF information and data when required.
- Participate and cooperate with legislative and regulatory requirements in relation to Health and Safety as outlined in the Safety, Health and Welfare Act 2005 and the Hospital Safety Statement.

**The above Role Profile 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.

Academic/Professional Qualifications and/or relevant Experience

Required:

- Professional qualification in a recognised accountancy body
- ≥ 3 years PQE
- ABF experience in a hospital setting ≥ 1 year

- Possess sufficient administrative capacity to discharge the functions of the grade

Desirable:

- Masters in a relevant discipline
- CIMA qualification

Technical/Clinical Competencies

Please note for each of the required competencies below, you will be required to provide examples of your current level of knowledge, skill and/or experience for each of these under the **Application Questions** section of the application form.

Simply enter each of the below as a heading, and provide your knowledge, skills and experience in the corresponding numbered box under the **Application Questions** section of the application form.

Required:

1. Proficient in the use of MS Office.

Desirable:

- Working knowledge of SAP financials, budgetary modelling systems and business intelligence (BI) tools.

SJH Behavioural Competencies: *These competencies will be assessed in detail at the Interview stage. You are not required to include written examples of behavioural competencies on application form. However, during the interview, you will be required to provide examples of when you previously demonstrated these competencies.*

Competency Required	Level Required	Appropriate Descriptors
Planning & Organisation	4	<ul style="list-style-type: none"> • Has the ability to objectively balance competing priorities and resources • Maintains positive expectations of other stakeholders. Strives to create the conditions for successful partnership working in the long term.
Communication	3	<ul style="list-style-type: none"> • Supports ideas with appropriate research and information to persuade others • Keeps people informed, sharing information in a timely and open manner
Leadership Potential	4	<ul style="list-style-type: none"> • Knows who the key influencers are and how to go about involving them to shape and deliver

		<p>change across the wider health and social care system</p> <ul style="list-style-type: none"> Fosters a climate of transparency, trust and respect internal and external to the organisation
Problem Solving & Decision Making	Up to level 4	<ul style="list-style-type: none"> Is perceptive to underlying subtleties, knowing when not to accept things at face value` Shows a strong degree of self-sufficiency, recommending decisions on proactive basis, while actively suggesting improvements and adapting readily to change
Change & Innovation	2	<ul style="list-style-type: none"> Suggests plans for improvements and is willing to take ownership of same Gets behind any change programme, challenging its reasoning and supporting its implementation as appropriate
Competency Desirable	Level Required	Appropriate Descriptors
Team Player	Up to level 3	<ul style="list-style-type: none"> Proactively develops and nurtures workplace relationships; reaches out, creates rapport Is inclusive of key stakeholders when making important decisions
Continuous Development	2	<ul style="list-style-type: none"> Reflects on own work; learns from experience and mistakes Seeks to expand duties and responsibilities, works outside personal comfort zone
Organisational Knowledge	Up to level 4	<ul style="list-style-type: none"> Drives the generation of systems which captures metrics and all relevant data to ensure the Hospital has on-going feedback as to its performance in all areas Balances available resources; ensures that the value-for-money mind set is adhered to

Proficiency in the English language

A level of proficiency in the English language is a requirement of all roles within St. James's Hospital. Proficiency in spoken English is assessed during the interview process.

Particulars of Office

1. The appointment to this post will be **Permanent, Full-Time & Pensionable.**
2. Annual Leave allowance is **30** days.

3. The person appointed must not give less than **one month's notice**, in writing, of intention to resign.
4. Normal working hours will be **35 hours per week**.
5. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8.00am - 8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement.
6. Incremental credit is normally granted on appointment, in respect of previous relevant experience in the Civil Service, local authorities, health service, public service bodies and other agreed relative experience.

General Conditions

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must complete fire training every 2 years
3. All accidents within the department must be reported immediately.
4. In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
5. St James's Hospital is a Tobacco Free Campus. The use of Tobacco or Electronic Cigarettes is not permitted within the Hospital Buildings or on the grounds.

Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health:

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Infection Control & Hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained at all times.

Recruitment Process

- Approval to Hire (VAF process)
- Hiring Manager – Role Profile
- Advertising
- Application Process (Standard Application Form)
- Shortlisting of Candidates will be based on information provided in Standard Application Form
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking x 2, Garda Clearance and Occupational Health Screening (Questionnaire).
- All external successful candidates who take up appointment will be required to attend a Mandatory Induction Programme.

- In the event that we receive a large number of applications and while you may meet the eligibility requirements of the competition, it may be decided at shortlisting to reduce the numbers being invited to interview. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Application Procedure:

To apply for this position, please complete the relevant online application form in full no later than closing date **Sunday, 11th August 2024.**

A panel may be formed from which future vacancies will be filled

St. James' Hospital is an Equal Opportunities Employer