

Student Placement 2022/23

Job Title	Finance and Contracting Support Officer
Pay Band	Band 2- £18,546
Hours	37.5 hours
Contract Type	Fixed Term 12 months
Base	Cheshire CCG bases (Chester, Macclesfield and Nantwich)
Employing organisation	NHS Cheshire Clinical Commissioning Group

In the ever-changing and complex world of health and care, the NHS is looking for the best and most forward-thinking individuals to join the team as we work to ensure the highest standard of healthcare services for the local population.

At an exciting time of change in the NHS, this placement role will expose the successful candidate to a wide range of opportunities and provide invaluable skills and experience, from daily business and commissioning of services to strategic and future planning. The placement offers a range of transferrable skills, essential to employers from all industries as well as one of the world’s largest employers – the NHS.

Clinical Commissioning Groups (CCGs) are NHS-led organisations that are primarily responsible for commissioning (planning and buying) healthcare services that meet their local population’s needs. From April 1st 2022, national health and care reforms will mean that the roles and responsibilities of NHS Cheshire Clinical Commissioning Group and, therefore, this placement opportunity will transfer to Cheshire and Merseyside Integrated Care Board (ICB).

Cheshire and Merseyside ICB has four key strategic objectives, to:

- Improve population health and healthcare
- Tackle health inequality, improving outcomes and access to services
- Enhance quality, productivity and value for money
- Help the NHS to support broader social and economic development.

From April 1st 2022, Cheshire and Merseyside ICB will be responsible for the day-to-day running of the NHS in Cheshire and Merseyside, including planning and buying healthcare services. ICBs will be part of an overarching Integrated Care System (ICS) that brings together NHS organisations, local authorities, and wider partners to deliver more joined-up approaches to improving health and care outcomes. The ICB will report to and be guided by an Integrated Care Partnership: a forum for NHS leaders and local authorities to come together, as equal partners, alongside important stakeholders from across Cheshire and Merseyside.

Key Responsibilities – Finance and Contracting Support Officer

1. Supporting the Finance and Contracts Team in managing the finances related to care services locally including primary, community, secondary and tertiary health and social care services.
2. To work as part of the Finance and Contracting team to ensure that payments for healthcare services are validated and payments are made in a timely manner for those services including validation of invoices in relation to Primary care, Secondary care, Continuing Health Care and running costs.
3. To produce and present analysis reports to inform management of the financial and contractual performance against targets and key performance indicators.
4. To support the Finance Team with project costing in relation to health services.
5. Assist in the development of monitoring of expenditure and in particular Continuing Health Care and other contract expenditure.
6. Assisting the Finance and Contracting team in producing month end reports and support backing data to verify accruals.
7. To verify Personal Health Budgets (PHBs) whilst creating invoices and raising cheque requests to ensure Patients receive funding for their Continuing Health Care.
8. To facilitate training and opportunities for continuous development for Finance professionals including collation of evidence in relation to accreditation for the finance team.
9. To assist the Finance and Contracting Team with all other duties that commensurate with the grade and to secure relevant experience and expertise to meet the practical requirements of the degree course being studied; whilst gaining confidence in a workplace environment.
10. Work with the climate change staff activists to create environmentally sustainable change across the ICS through project support and attending meetings.
11. Participate in bespoke training sessions for personal and professional development.
12. To assist and support Senior Managers with Ad Hoc projects where suitable.
13. Play a key role in the student recruitment process for any future student placements.

The list of duties for each role is not intended to be exhaustive but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the post.

The candidate will be given the opportunity to experience a range of areas within the NHS where relevant to their role and their personal development and future career aspirations.

The ideal candidate will be proficient in Microsoft office, including Outlook, Word, Excel and PowerPoint. The candidate must also be an excellent communicator and will have strong interpersonal skills. The individual will be a team player who is comfortable working with numerous colleagues. The candidate needs to be able to use their own initiative and have the ability to effectively manage and prioritise their own workload.

Please note: Cheshire CCG are primarily working from home with occasional work at bases across Cheshire. This is likely to continue during your placement year. The main locations of the Cheshire CCG offices are Chester, Macclesfield and Nantwich meaning occasional travel to bases may be required in accordance with the wishes of the successful candidate and their line manager. The CCG will support flexible working for those who wish to work from home.

Person Specification

Essential Qualifications	English and Maths at a minimum of GCSE Pass
Desirable Qualifications	Working towards a 2:1 or above in a finance or accounting degree

	Essential	Desirable
Knowledge, Skills and Experience	<p>Knowledge</p> <ul style="list-style-type: none"> • Microsoft Office proficiency • Working knowledge of Microsoft Word, Excel, PowerPoint <p>Skills:</p> <ul style="list-style-type: none"> • Manage and prioritise work and meet deadlines • Ability to work as part of a team • Flexible and proactive approach to work • Have a willingness to learn • Be able to work independently and use initiative 	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the NHS
Physical and Mental Requirements	<p>Physical Effort</p> <ul style="list-style-type: none"> • Daily use of personal computer • Occasional travel to attend meetings and training courses <p>Mental Effort</p> <ul style="list-style-type: none"> • Frequent requirement for concentration e.g., answering queries <p>Working Conditions</p> <ul style="list-style-type: none"> • Office conditions. Currently working from home. 	
Criteria		Importance (High, Medium or low)
IT skills		M
Ability to organise and prioritise		H
Analytical skills		M
Communication skills		H
Ability to work effectively as a team member		H
Previous experience		L

Application Summary

If you have any enquiries about the job role, please contact the email address below
cheshireccg.studentplacements@nhs.net

To apply for this position, please email your CV and a covering letter by 11:59pm on 31st January 2022 to:
cheshireccg.studentplacements@nhs.net

(Please make the subject of the email “Finance and Contracting Support Officer” if you are applying for this role).

Equality & Human Rights

The CCG will ensure that job applicants, prospective employees and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender reassignment, marriage and civil partnership, pregnancy and maternity, sex, sexual orientation, disability, race, religion and belief.

This job description is not exhaustive and other duties may be determined from time to time by the Executive Director of Strategy and Partnerships, or their deputies, commensurate with the role and general responsibilities of this post. The duties of this post may be changed subject to negotiation with the postholder. The above responsibilities will be subject to objective setting and personal development planning through the CCGs PDR and other related HR policies.