

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS

Job Title:	Control Officer
Grade:	A4C Band 5
Department:	Finance - Corporate Resource Management
Base:	Finance Department, Woodland House
Division:	Executives

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Professionally responsible to the Director of Finance, through the delegated line management of the Income Control Accountant
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JOB PURPOSE:

- 1) To assist in the financial management support provided to the University Health Board Office of R&D for the costing of research projects and transparent accounting.**
- 2) To ensure full and timely income recovery for Road Traffic Accidents (RTA's), Personal Injury (PI) claims and Private & Overseas Patients Income**
- 3) To monitor and review debtor and creditor balances for RTA's PI, Private & Overseas Patients income and Cardiff University invoices**
- 4) To support the Financial Strategy accountant in the preparation of monthly monitoring reports for NICE and High Cost Drugs**
- 5) To assist the University Hospitals Accountant in the preparation of annual returns to the Welsh Assembly Government.**
- 6) To support the University Hospitals Accountant in the development and modernisation of the financial management processes associated with funding external to the NHS.**

DUTIES AND RESPONSIBILITIES:

1. R&D

- To provide detailed and timely costing of R&D projects for the UHB Peer Review Committee meeting.
- To liaise and advise the UHB Office of R&D management regarding project costs.
- Maintenance of new and existing Commercial Research trading accounts on the ledger.
- Provision of financial management information regarding Commercial Research trading accounts in line with monthly reporting.
- To liaise with, and advise the Commercial Trials manager and researchers in respect of their trading accounts.
- Provision of costings to support grant applications.
- Contribute to the production of the annual R&D report to WAG.
- Contribute to the production of any ad hoc reports required by the Director of Finance, Director of R&D or WAG.
- Assist in the development and modernisation of the service suggesting and implementing process changes as they become evident.

SIFT

- To assist in the development of systems to facilitate the costing and monitoring of SIFT income and the production of the annual SIFT return to the Welsh Assembly Government (WAG)
- Awareness of national developments that will impact on SIFT income.

University

- Record invoices received from Cardiff University and distribute to the appropriate staff for authorisation.
- Deal with queries regarding outstanding invoices and liaise with relevant staff,
- To monitor and report on the Debtors and Creditors position with Cardiff University
- Assist the University Hospitals Accountant in the maintenance of Service Level Agreements with Cardiff University by raising invoices and preparing schedules as required.
- Awareness of national developments that will impact on University SLA's income.

Private & Overseas Patients

- Calculation of treatment costs using PMS, CFIS and the clinical portal to identify patient status and procedures undertaken.
- Ensure invoices and accruals are raised on a timely basis in line with monthly reporting.
- Reconcile the Private & Overseas patients database to the ledger to ensure all income is being reported.
- Reconciliation of the Private & Overseas patients database to activity data supplied by the information department to ensure that all activity is correctly classified.

- To support the University Hospitals accountant in liaising with and agreeing contracts for private treatment with Insurance companies.
- Assist the University Hospitals accountant in the preparation of the annual Private Patient tariff.
- Close liaison with the Accounts Receivable section to ensure debts are pursued and any necessary action taken.
- Dealing with complex, contentious and sensitive patient queries or complaints from internal and external sources, such as patients, clinical staff, finance colleagues, WAG and UK Borders Agency.
- To undertake Stage I & II interviews with Overseas patients to establish eligibility for free NHS treatment in accordance with WAG charging regulations.
- To respond to requests for estimated costs and guidance regarding the referral process.
- Completion of quarterly OVIS returns to WAG to recover treatment costs for patients from countries with which there is a reciprocal agreement.
- Support in the preparation and delivery of a training programme for UHB and external staff.
- Support the University Hospitals accountant in the review and implementation of costing methodologies to ensure that the UHB is fully recovering costs with regard to private and overseas patient treatment.
- Maintain awareness of the impact of changes in legislation, WAG policy and any other developments that may affect the recovery of private and overseas patients income.

RTAs

- Calculation and recovery of income due to the UHB as a consequence of Road Traffic Accident (RTA) and Personal Injury (PI) claims.
- Liaison with Department of Health, Compensation Recovery Unit (CRU) and UHB colleagues regarding validation of claims, trial of systems and confirmation of circumstances.
- Allocation of monthly cash payment across the RTA/PI claims database to inform the calculation of the month end accrual.
- Preparation of month end RTA/PI income accrual for submission to the Shared Team in line with the monthly reporting schedule.
- Preparation of the annual bad debt provision in conjunction with Financial Accounts.
- Review and where appropriate implement improved systems to identify income due and income at risk
- Maintain awareness of the impact of legislative, case law and Welsh Assembly policy developments on the operation of RTAs.
- Establish links within the health community for benchmarking purposes.

NICE

- Develop prepare and maintain monthly and cumulative expenditure pivot tables for NICE/HCDs
- Maintain expenditure schedules for home delivery drugs, accrue expenditure for unpaid invoices and verify that funding requests are in line with activity.
- Liaison with the pharmacy department and financial management colleagues to validate expenditure reports.

- Liaison with Shared Team to ensure budget funding is correctly allocated across divisions
- Prepare and monitor monthly and cumulative NICE/HCD forecasts by health board
- Liaison with the Financial Planning accountant to ensure that NICE/HCD costs are recovered from other health organisations.
- Horizon scanning for any developments that will affect patterns of NICE/HCD expenditure e.g. NICE Technology Appraisals
- Respond to requests for financial NICE/HCD information as required.

Corporate Finance

- Ensure that all working practices are compliant with UHBs Standing Financial Instructions and all relevant Financial and Operating Control Procedures.
- Contribute to the modernisation and development of relevant Financial and Operating Control Procedures
- Contribute to all corporate closedown and reporting requirements

General / Partnership Working / Human Resource Management

- Attend Internal and external groups relevant to the post's responsibilities
- Deputise for the University Hospitals accountant as required

HEALTH AND SAFETY REQUIREMENTS

All employees of the UHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the UHB to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and it subject to review and amendment in the light of changing circumstances, following consultation with the post-holder.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

CARDIFF AND VALE UHB
EMPLOYEE SPECIFICATION

Job Title: Control Officer **Post Number:**
Grade: A4C Band 5 **Department:** Finance
Base: UHW **Division:** Executives

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Qualified to AAT Level or equivalent experience.		Application Form Certificate
EXPERIENCE	Significant health finance experience Experience in collation and manipulation of data Experience of working with computer based systems, in particular : PMS/RADIS/ORACLE	Experience working within the Health Sector	Application Form Interview References
SKILLS	Well organised, methodical approach and able to prioritize own workload. Ability to work autonomously or as a member of a team Ability to work on a number of tasks simultaneously and produce high quality work within tight deadlines Good interpersonal and communication skills Highly developed	Ability to speak Welsh	Application Form Interview References

	<p>analytical, interpretational and comparison skills</p> <p>IT literate with practical computer application skills covering Microsoft products including development and use of Excel Spreadsheets.</p> <p>Good keyboard skills</p>		
SPECIAL KNOWLEDGE	<p>Familiarity with Internet</p> <p>Basic knowledge of financial issues within the UHB and NHS</p>		
PERSONAL QUALITIES (Demonstrable)	<p>Committed and self motivated</p> <p>High Integrity</p> <p>Emotionally resilient and able to respond to exposure to distressing or emotional circumstances</p> <p>Ability to work under pressure to set deadlines</p> <p>Ability to use own initiative and suggest/implement changes to improve current systems</p> <p>Needs for prolonged periods concentration over a sustained period of time</p> <p>Ability to work flexibly</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
OTHER (Please Specify)			

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

