



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY
Telephone: 020 7222 1177 Email: admin@hmt-uk.org
www.hmt-uk.org

Job Title	Finance Assistant
Department	Finance
Reports to (job title)	Senior Trainee Management Accountant / Junior Finance Business Partner
Direct and Indirect Reports	No
Job Grade	A4

Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.

We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.

We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.

We will deliver care and clinical interactions compassionately and tailor them to individual needs.”

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*

Date Choose an item.



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What you'll be doing (your job purpose)

The Finance Assistant plays a key role within the Finance Team, supporting the accurate and timely delivery of financial information across the organisation. The role will assist with core finance processes including invoice processing, reconciliations, and the preparation of month-end reports.

Working closely with colleagues across the finance function, the Finance Assistant will help maintain accurate financial records, support management reporting, and contribute to budgeting and forecasting activities. The role also involves analysing financial data, supporting process improvements, and ensuring financial controls are maintained across multiple systems and departments.

Your key accountabilities and responsibilities

1.	Analyse financial and operational data from multiple systems to support the production of reports and summaries for the finance team.
2.	Support the Finance Team in developing and maintaining management information and reporting used across departments.
3.	Assist with the month-end process, including preparing supporting schedules and highlighting areas where further review or analysis may be required.
4.	Monitor financial performance and assist in identifying variances or issues, escalating where appropriate and supporting the implementation of improvements.
5.	Provide support in the preparation of budgets and forecasts, including gathering data and assisting with analysis.
6.	Maintain and review financial dashboards and reports, ensuring data accuracy and supporting ongoing reporting requirements.
7.	Work collaboratively with teams such as Accounts Payable and Payroll to support reporting and help improve finance processes.
8.	Process supplier invoices and support the Accounts Payable function, ensuring invoices are recorded accurately and in a timely manner.
9.	Assist in maintaining accurate financial records, including allocations, reconciliations, and ensuring debtor and creditor balances are up to date.
10.	Use finance systems and reporting tools to extract and analyse data (training provided where required) and support the review and reconciliation of financial data to ensure consistency across reports and systems.

Your knowledge, skills and experience

Degree level or AAT part qualified	Desirable
Excellent IT skills , advanced level	Essential
Experience of management accounts production	Desirable

Date Choose an item.



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The way we do things at HMT (our Behaviours)

<i>*See Appendix 1 attached</i>

Note: *This job description is an outline of the job, setting out general responsibilities and tasks the job holder may be required to undertake. It is not an entire reflection of the role and you may be required to carry out other duties and responsibilities from time to time. The job description will also be subject to change in-line with the needs of the business.*

Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.

We require that mandatory training is current and will expect you to participate and undertake further developmental training specific to the role.

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder