



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	Trainee Management Accountant
Department	Finance
Reports to (job title)	Head of Finance
Direct and Indirect Reports	No
Job Grade	TBC

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.”*



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What you'll be doing (your job purpose)

This is a key role reporting to the Financial Controller, within our Finance Team financial to ensure the timely, accurate delivery of management and statutory reporting. Key responsibilities are to:

- Assist in preparation of the monthly management accounts packs at corporate and site level.
- Take full ownership of key areas of the General Ledger postings, ensuring accuracy and efficiency.

Your key accountabilities and responsibilities

Role Responsibilities

- Assist in the preparation of the monthly management accounts pack, to include:
 - Assisting in the completion of monthly balance sheet reconciliations.
 - Assisting in the preparation of the monthly journals for items such as accruals, prepayments and depreciation.
- Support year end statutory accounts process.
- Debtors Ledger processing:
 - Posting of bank receipts to Compucare.
 - Reconciling credit/debit card transactions against receipts posted to Compucare.
 - Allocating receipts against invoices in Compucare.
- Creditors Ledger processing:
 - Undertake supplier statement reconciliations.
 - Processing invoices through Capture.
 - Posting Cashbook payments to Dimensions
- Payroll:
 - Responsible for collating and processing monthly timesheets
 - Setting up Timesheets for new starters
- Assist in the compilation of monthly statistics reporting and KPI's

General Responsibilities

- To be responsible for the health, safety and welfare of yourself and others whilst at work, including colleagues, residents and visitors to the Home and for alerting the officers responsible to any hazards or potential risks to health and safety.
- To be fully conversant with the HMT policies relating to Safeguarding of Vulnerable Adults and Whistleblowing.
- To ensure compliance with the HMT Information Governance Policy, maintaining an appropriate level of confidentiality around issues that may be personal or commercially sensitive.
- Establishing and maintaining positive working relationships both with colleagues, residents, visitors and other health professionals and agencies.
- To act as an ambassador for the HMT company Vision and Values.
- To promote equality and diversity at all times and across all work activities.
- To adhere to HMT policies and procedures.
- Attend mandatory training days / courses, on or off site, as and when required

Date Choose an item.



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- To undertake any other duties and accountabilities which would be lawful, reasonable and appropriate to the role.

Your knowledge, skills and experience

Knowledge of Finance functions	Essential
Good IT skills, including Excel	Essential
Ability to use own initiative, prioritise tasks and work well under pressure.	Essential
Be able to work as part of a team.	Essential
Good organisational and administrative skills	Essential
Knowledge of budgets/financial control	Essential
Practical experience of working within a Finance function	Essential
Studying towards AAT or Accounting Graduate	Desirable
Experience of management accounts production	Desirable

Communication

Excellent communications skills, written and oral	Essential
Understands the importance of confidentiality and dealing with sensitive information	Essential

The way we do things at HMT (our Behaviours)

**See Appendix 1 attached*

This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. They are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.

Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of

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work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.

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.

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

Signed.....

Date.....

Job Holder