JOB DESCRIPTION

Job Details

Job Title: IT/Information Placement Student (Finance Department)

Division: Finance – Finance Business Unit, Group or Hospital Based

Base: Across Oxford Road Campus, Trafford General and Wythenshawe Hospital.

Full Time: 12 Month fixed-term contract, 37.5 hours per week

Band: 2 (fixed point)

Organisational Arrangements

Reporting to: RPA Senior Analyst / Anaplan Model Builder

Accountable to: Director of Finance Innovation

Responsible for: N/A

Job Purpose

The role has been designed specifically for an undergraduate student, with the objective of providing them with relevant practical experience to supplement their academic studies. The role sits within our Finance Department, which is one of the largest in the NHS.

The Finance Department has begun the roll out of robotic process automation (RPA) and this role is a key part of supporting the successful delivery of this project. The post holder will have hands on experience designing and building automation solutions. On the job training will be provided by the trust and its software vendor. The post holder will view current existing processes, evaluate their potential for automation and then design and build "bots" to automate those tasks.

In addition to RPA the role will support development work within our Financial Planning software (Anaplan). This will involve developing, supporting and implementing new software models. Full training will be provided by the trust.

In addition to working on our automation and planning software programmes the post holder will be undertake ad-hoc IT related tasks, for example updating and maintaining the department's Intranet site or supporting the development of small databases or data analysis through creating and maintaining reports in PowerBI.

The post holders will be required to communicate, both verbally and in writing, with different stakeholders, including operational staff, budget-holders and members of staff at all levels within the Finance department.

Scope of Job/Key Elements:

- The post holder will have some knowledge and understanding of the principles of automation and the benefits RPA can offer along with a willingness to develop their skills in hands on development of "bots"

- The post holder will have good Excel skills, and be able to use these to support the analysis of data, writing macros and developing options for presenting information.

- The post holder will also support the development of the department's intranet page, updating pages where needed and looking at different options for how information can be presented.

- The post holder will have an understanding of project management and how to implement projects successfully from their academic studies, and the role will provide the opportunity to put this learning into practice with the supervision of senior colleagues.

- The post holder will work with colleagues to research and analyse different options to meet the scope of projects.

- The post holder will have a good knowledge from their academic studies of building databases, different database platforms and extracting information.

- The post holder will assist in the development of financial reporting processes, using the knowledge their have gained from their studies regarding how information can be presented in different ways using different platforms.

- The post holder will have good communication skills and develop effective working relationships with other members of the department.

- The post holder will also explore different methods and tools the Finance department can use to communicate both internally and externally.

- Under the supervision of senior colleagues, the post holder will plan their own workload to ensure deadlines are met.

- The post holder must be able to use their own initiative as well as work as part of a team, under the supervision of senior colleagues.

- The majority of the post-holders time will be spent at a VDU using keyboard skills, working with automation software, spreadsheets and other bespoke financial systems; speed and accuracy is required to enable deadlines to be met whilst maintaining the quality of the information provided. The ability to concentrate on complex information/problems is imperative.

- The post holder will have an awareness of the requirements of GDPR from their academic studies.

- The post holder will be required to work across all of MFT's sites.

Main Duties and Responsibilities

PLEASE NOTE – This is not a comprehensive list and tasks will vary dependant on the specific role that the successful candidates are placed.

1. Review, process map and document existing processes in order to form an evidence-based decision on their viability for automation

2. Develop bots which replace existing transaction-based processes

3. Develop and/or enhance financial models within our FP&A software

4. Update the Finance department's intranet pages and work will colleagues to explore how the pages can be developed further to be a useful resource to colleague both in and outside of Finance.

5. Assist the department to review processes and how technology can be utilised to make processed more efficient and effective, including advanced use of Excel and developing macros as well as automation software

6. Assist the department to explore different ways information can be reported, including assess different reporting tools.

7. Support colleagues to understand the requirements of GDPR.

8. Undertake specific IT projects with Finance colleagues, assess different options to meet the project scope and follow project management techniques.

9. Explore different methods for the department to communication both internally and externally with stakeholders, utilising technology.

10. Producing accurate and auditable records for all work that is undertaken.

11. Responsible for collating and filing source financial and non-financial documents correspondence) in accordance with departmental procedures

12. Maintaining and updating procedure notes relevant to their areas of work.

13. Supporting the development of the Trust's financial system when required.

14. The post holder may be required to undertake other duties and responsibilities as determined by their line manager within the overall parameters of the post.

Other General Responsibilities

INFECTION CONTROL
It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY
The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING
Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.
SECURITY
The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY
The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING
The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY
The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Person Specification

Job Title: IT/Information Placement Student (Finance)

Attributes	Essential	Desirable
Qualifications	Minimum of 5 GCSEs grade 9-4/ A*-C or equivalent including Maths and English. Undergraduate student passing the second year of studies by the agreed start date looking to undertake a 12-month sandwich placement.	Studying for an IT degree, (e.g., Business Systems, Information Systems, Computing or Software Engineering etc.)
Experience & Knowledge	Able to act on own initiative and work co-operatively as part of a team. Experience of Microsoft Office packages, particularly Microsoft Excel. Experience in a work environment.. Understanding of principles of Robotic Process Automation Experience of building databases and extracting information using SQL. Experience of coding. Experience of using Content Management Systems (CMS) for updating webpages. Understanding of GDPR. Knowledge of different communication methods, i.e. email, newsletters, twitter etc.	Experience of working within an office-based environment. Intermediate/Advanced Excel skills and ability to write macros. Experience of assessing different IT system options to meet a project's scope. Experience of different databases including Microsoft Access, Oracle database, Microsoft SQL server, MySQL. Experience of developing RPA bots Experience of creating reports in PowerBI

Skills & Abilities	Effective written and verbal Communication Skills.	Ability to interpret, compare and analyse financial information.
	Good presentation skills and the ability to provide training to others.	Ability to use different project management tools and methodologies, including waterfall and agile.
	Good data analysis skills.	
	Able to review issues, assess options to deal with the problem and put forward arguments for and against each in a constructive way and influence decisions.	Ability to assess different reporting platforms for presenting information in a variety of ways.
	Able to ensure that tasks are completed within agreed timescales.	
	Able to follow project management techniques	
	Have basic HTML skills.	
	Able to learn new coding languages as required.	
	Able to present information to non-technical colleagues.	
	Able to present information in different formats using different tools.	
Attributes	Good attention to detail.	
	Self-motivated with a positive attitude.	
	Able to work effectively on their own and also as part of a team.	
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Other	Able to travel between Trust sites	
	Aware of and demonstrates MFT's values.	
	Flexible in relation to working hours to meet deadlines.	

MFT Values and Behaviours Framework 'Together Care Matters'

The table below outlines the types of behaviours you'd be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
Working Together	• I listen and value others views and opinions • We work together to overcome difficulties • I effectively communicate and share information with the team • I do everything I can to offer my colleagues the support they need
Dignity and Care	• I treat others the way they would like to be treated – putting myself in their shoes • I show empathy by understanding the emotions, feeling and views of others • I demonstrate a genuine interest in my patients and the care they receive • I am polite, helpful, caring and kind
Everyone Matters	• I listen and respect the views and opinions of others • I recognise that different people need different support and I accommodate their needs • I treat everyone fairly • I encourage everyone to share ideas and suggestions for improvements
Open and Honest	• I admit when I have made a mistake, and learn from these • I feel I can speak out if standards are not being maintained or patient safety is compromised • I deal with people in a professional and honest manner • I share with colleagues and patients how decisions were made.