

Health Data Research UK

Applicant pack

Job description and person specification

Post:	HDRUK Management accountant/Finance Manager/Finance assistant
Location:	HDR UK Offices, Health Data Research UK, Gibbs Building, 215 Euston Road, London, NW1 2BE, with some national travel.
Salary:	£45,000 p.a., pro-rated for a 3 to 5 days per week role
Reporting to:	Finance Director
Contract:	Part time, 1 year fixed term contract

About Health Data Research UK

Health Data Research UK (HDR UK) is the new national Institute for data science in health. Our UK team of experts develop and apply cutting-edge data science approaches to clinical, biological, genomic and other multi-dimensional health data to address the most pressing health research challenges facing the public.

HDR UK is uniting the UK's Health Data to make discoveries that improve people's lives.

Our vision is that every health and care interaction and research endeavour will be enhanced by access to large scale data and advanced analytics.

For the first time we are bringing together our unique nationwide data assets and specialists across academia, research and healthcare to unlock knowledge and deliver new insights from molecule to man. By undertaking research at scale, across a population of up to 66 million people, we have an unrivalled opportunity to use data to the highest ethical standards to drive breakthroughs in medical research. This unleashes the potential to improve the way we are able to prevent, detect and diagnose diseases such as cancer, heart disease and asthma.

In response to the Life Sciences Industrial Strategy, the UK Government committed £37.5m to develop a number of Digital Innovation Hubs (DIH) which support the use of data for research and innovation purposes. Health Data Research UK (HDR UK) is leading the delivery of the DIH Programme.

At Health Data Research UK we employ talented individuals who bring their own unique skills and experience to support the vision and benefit the whole team.

Purpose of the post

The HDR UK Management accountant will be a key member of the HDR UK team, supporting the Finance Director to ensure that HDRUK operates at the highest levels of financial probity, accountability and transparency, and to provide prompt and accurate information both for management purposes and external reporting requirements.

The Management Accountant will support HDR UK through a period of change, including a finance system change and from linear to matrix financial reporting.

Main Responsibilities

- Manage the day-to-day management accounting activities, including preparing the monthly and quarterly reporting pack for Board and Non-Exec Committees, preparation and presentation of information for internal reports and papers.
- Work with the Finance Director, Director of Business Operations and other members of the senior management team, and financial business partnering with academic partners
- Support the transition from linear to matrix financial reporting across the organisation
- Annual budgeting
- Manage quarterly reforecasting, revised budgets etc
- Create and monitor project and event budgets and analysis to improve efficiency and profitability
- Review financial information for business cases and funding applications
- Adhoc analysis and reporting
- Make recommendations for policy, process and control improvements
- Identify opportunities for reporting improvements across sites and partner organisations

Planning and organising

This post is part of a small core team that is embedded within HDR UK to manage the core HDRUK operations, to support the other activities of HDR UK in terms of science, innovation, training and public engagement. The Management accountant will provide operational support for the day to day financial activities of the organisation, including its academic partners. This will require significant planning and organisational skills to ensure HDRUK delivers its financial objectives. At the same time, the post holder will require a flexible and fast paced approach to work to changing demands of the core team and based on external changes.

Problem solving

The post holder will be expected to use problem solving skills to respond to the diverse demands on the team. As part of a small team, the post holder will operate with significant independence. The post holder will require confidence in dealing with enquiries, problem solving and decision making. The post holder will make an effective judgement on when to escalate issues to senior colleagues' attention and with what urgency.

Decision making

The post-holder will make all day-to-day decisions for their own workload to ensure delivery of tasks to deadline. With support from the Finance Director, the post holder will identify, initiate and develop

opportunities for streamlined and effective working with the members of the HDR UK team across the UK and with relevant national and international partners and organisations.

Continuous improvement

HDR UK is dedicated to continuous improvement through our quality management system and demonstrated by our commitment to achieve ISO 9001 accreditation. The post-holder will review, analyse, identify and implement opportunities for quality improvement within their specialism and as part of the wider team through our strategy development and internal audit processes.

Key contacts/relationships

The post holder will build and maintain effective working relationships both within HDR UK, with partners in substantive sites and with other key stakeholders. The post holder will have close working relationships with the HDR UK FD, Director of Business Operations, EAs, HDR UK Site Managers as well as other members of the HDR UK team.

Knowledge, skills and experience

Essential Experience

- Should hold a relevant professional chartered accountancy body qualification with post qualification experience of at least 3 years.
- Experience of working in or with research organisations and/or Higher Education Institutions
- Be able to demonstrate experience in financial management in academic or research related sectors with experience of providing financial support to the senior management team.
- Be skilled in preparing monthly/periodic management accounts and forecasts; returns (including Grant Funder returns); Board information
- Experience of accounting systems and high level of proficiency with excel

Skills

- Excellent quantitative skills
- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels. Ability to produce high quality reports in Word and Powerpoint
- Excellent interpersonal skills and ability to handle sensitive issues positively
- Ability to explain concepts without technical jargon
- Excellent relationship building and networking skills
- Excellent organisational skills, with the ability to manage competing priorities in a fast-paced environment
- Ability to work accurately with attention to detail
- Ability to work as part of a team
- Ability to work autonomously and make decisions without supervision
- Ability to process complex information and present targeted messages to different audiences

Desirable

- Experience of multidisciplinary team working

Dimensions

- This will be a part-time role.
- The role will be based at the HDR UK offices in London
- Travel may be required to the HDR UK substantive sites and partner organisations in the UK.
- You can build effective relationships and networks of individuals and organisations, including volunteers, senior levels of management in health, social care and industry as well as developing information systems that facilitate the smooth running of such networks.

Application Process

Please apply with a CV and covering letter of no more than 500 words explaining what you can bring to this role, including your current salary, to hdruk@gravitatehr.co.uk

**The closing date for this vacancy is 09:00 Friday 13 September.
Interviews are expected to take place 23-27 September in London.**

Values

HDR UK's values guide how we work together within HDR UK and with our partners and other stakeholders:

1. **Transparency:** we will share information, insights and innovations so that we learn faster together.
2. **Optimism:** we believe that we can make things better, that we can do things differently and that we can overcome challenges to create a new and thriving health data ecosystem that benefits patients and the public, the NHS, scientific discovery and industry.
3. **Respect:** we deliver better results when we work in a truly interdisciplinary way. We listen, share and respect a diversity of thought and opinion, perspective and experience. We are inclusive - leveraging and fairly attributing the expertise and capabilities of others.
4. **Courage:** we are leading the way and will be prepared to try new things, take risks, embrace ambiguity and challenge the status quo. We will contribute opinions to shape the future of health data research.
5. **Humility:** we have a lot to learn from others; and aim to be free from pride and arrogance.

Equal Opportunities Policy Statement

Health Data Research UK is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability

- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.