

Job description and person specification

Post:	Finance Officer
Location:	Flexible. Primary base could be anywhere in the UK, but must be willing and able to travel to London and elsewhere (mainly UK) in connection with the role
Salary:	£35,000 - £39,000
Duration:	Permanent, full time
Reporting to:	Head of Financial Management, Compliance & Reporting

About Health Data Research UK

Health Data Research UK (HDR UK) is the national Institute for data science in health.

Our mission is to unite the UK's health data to enable discoveries that improve people's lives. Our 20-year vision is for large scale data and advanced analytics to benefit every patient interaction, clinical trial, biomedical discovery and enhance public health.

The UK is in a unique position to realise the potential of health data, thanks to the NHS and its cradle-to-grave records for a population of over 65 million people. However, safe and secure access to this data for researchers is often a lengthy, fragmented process, meaning the potential for improving healthcare is not being realised in full.

We are a dynamic, growing organisation, committed to accelerating trustworthy access to health data. By working in partnership with the NHS, industry, universities and patients, we aim to better understand diseases and discover new ways to prevent, treat and cure them.

Patients and the public are involved throughout the institute's work – ensuring that access to data for research is enabled by trustworthy, safe and secure systems and generates public benefit.

As a national charity, we are funded by UK Research and Innovation, the Department of Health and Social Care in England and equivalents in Northern Ireland, Wales and Scotland, and leading medical research charities. www.hdruk.ac.uk

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. Our values of transparency, optimism, respect, courage and humility guide how we work together within HDR UK, with our partners and other stakeholders.

HDR UK's strategy

Our goals are to:

- Accelerate trustworthy data use by implementing a national research data strategy and assembling infrastructure and services aligned to research and innovation needs.
- Empower researchers by valuing people with diverse perspectives and skills, committed to open and team science to advance scientific discoveries and deliver patient and public benefit.
- Promote partnerships by building and maintaining critical partnerships, aligning incentives and reducing complexity across a fragmented landscape to streamline health data science.

Purpose of the post

The Finance Officer plays a crucial role within HDR UK as one of the key points of contact and financial support for the Institute. The role is responsible for managing the financial transactional processes and providing crucial cross-organisational support and troubleshooting via the Finance inbox. The Finance Officer supports with the management of the Accounts Payable and Accounts Receivable functions, from supplier set up through to payment run processing. The role also plays a key part in the running of our finance system, Microsoft Dynamics 365, and our expense system, Continia Expense Management. The Finance Officer is the key point of contact between HDR UK and our external Payroll providers, supporting with timely and accurate preparation and review of the monthly payroll process. The successful candidate will be working across the entire organisation, including contact with senior stakeholders on the central team, and with our external partners.

This is an exciting role which offers career development opportunities in finance management (the incumbent Finance Officer is moving up to a Finance Business Partner position). The successful candidate will be working across the entire organisation, including contact with senior stakeholders on the central team, and with our external partners. to support HDR UK to deliver a range of high-profile public health initiatives, including essential COVID related programmes and research in the UK and abroad.

Main responsibilities

- Responsible for the finance inbox, first point of contact for finance queries and ensuring appropriate filing of all relevant documentation
- Managing purchase ledger
- Preparing and processing weekly payment runs
- Managing the employee expense process and the public engagement expense process
- Preparing monthly bank and balance sheet reconciliations
- Ensuring all transactions are accurately recorded in the accounting system
- Working with the Finance Business Partners to ensure all postings are correctly coded
- Finance system management – general administration and management of the finance and expenses system
- Troubleshooting of finance system and expense system queries and issues

- Performing administrative tasks related to customer and vendor set up
- Performing administrative tasks relating to credit card expenditure
- Assisting with preparation for annual audits and year end statutory accounts
- Assisting with monthly payroll checks
- Owning the finance system process manual and updating as necessary as updates to processes are made
- Using JET Reports to build reports that add value
- Continuous improvement of processes and procedures

Continuous improvement

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

Experience

- Minimum 2 years practical experience in a finance role

The following is desired but not essential:

- Prior experience of Microsoft Dynamics 365 Business Central
- Studying towards accountancy qualification

Skills

- Excellent written and verbal communication skills with the ability to communicate effectively and confidently with people at all levels.
- Excellent interpersonal skills and ability to handle sensitive issues positively and confidentially
- Ability to work accurately with attention to detail
- Excellent relationship building and networking skills
- Excellent problem-solving skills and confident in decision making
- Excellent organisational skills, with the ability to manage competing priorities in a fast-paced environment and to work in an agile, flexible and pragmatic way
- Proficient with Excel, Word, Adobe, and Outlook.
- A good understanding of accounting principles, such as double-entry accounting
- A strong desire to learn on-the-job and engage in career development. This role presents an excellent opportunity for a motivated individual to gain finance competencies.

Dimensions

- This is a full-time role. We are happy to consider job share applications or consider applications for part time hours.
- Travel in the UK may be required to partner organisations
- HDR UK is a national institute, and our activities take place across the UK

Application Process

How to apply: Unless specified, please apply using our online portal. We use a recruitment process that is based on finding out more about the relevant skills and knowledge an applicant has and to help us with this we ask you 3 or 4 skills-based questions as part of the application process.

We will ask you to upload your CV and covering letter, **please do this in one document**, this will be anonymised and will be used if you are shortlisted.

Please contact recruitment@hdruk.ac.uk if you have any queries regarding your application.

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.

Safeguarding

HDR UK is committed to robust safeguarding policies, we expect everyone who works with us to share our commitment to safeguarding.