

JOB DESCRIPTION

Job Title	Accountant
Department	Finance
Line Manager	Financial Accounting Manager
Location	Fortius Clinic, 2 Fitzhardinge Street W1H 6EE
Contract type	Maternity Cover – up to 12 months

About Fortius

The Fortius Group is the UK's leading private orthopaedic and sports injury group. Founded in London by a group of leading Orthopaedic Surgeons and Radiologists, with a shared vision of building a worldwide centre of excellence in musculoskeletal care. Their vision was to create a clinic that would bring together the country's leading experts in orthopaedics and sports injury treatment, with a shared commitment to advancing the science of medicine and a better patient experience. That group of experts now includes over 90 leading specialists, with three outpatient and diagnostic clinics, a surgical centre and an innovative inpatient unit for joint replacement surgery, in partnership with Bupa.

Overall Purpose

You will join a team of five in the finance team focusing predominantly on financial reporting and financial management. The role will report to the Financial Accounting Manager and will be responsible for overseeing a large portion of the month end Balance Sheet and Profit and Loss reporting, along with day to day financial management. Your work will be critical in creating an accurate monthly management report in a timely manner, to help management understand the performance of the business and drive decision making.

Principal Accountabilities

- Outpatient revenue and costs of sales calculation and reporting into the accounting system (Sage 200)
- Preparation of accruals and routine journals
- Reconciling and posting transactions on control accounts for the month end close (bank, stock, trade debtors accounts)
- Responsible for completing monthly balance sheet reconciliations and maintaining supporting schedules
- Preparation and communication of account statements, reports and invoices to Fortiusconsultants
- Assist with the preparation of the monthly management reporting pack along with monthly variance analysis
- Assisting the purchase ledger clerk with payment process
- Drive process and control improvements within the finance department
- Improving efficiency and looking at ways to streamline or automate manual processes
- Assisting with the production of information for annual statutory audit and ongoing support with audit requests throughout the audit
- Assisting with ad-hoc financial analysis and requests from other areas of the business

Equality & Diversity

All Fortius employees must have respect for every individual, treating everyone with dignity, courtesy, fairness and consideration, and welcoming and accepting differences between people. It is the responsibility of every employee to work towards the elimination of all discrimination and prejudice.

Health & Safety

All Fortius employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable Fortius to meet its own legal duties.

Infection Control

It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Fortius Infection Prevention and Control policies.

Quality Governance

All Fortius employees must adhere to Fortius policies and procedures and seek advice on these when in doubt as to their scope and applicability.

Employees are specifically reminded that they must respect the confidentiality of all information they have access to during their employment including personal data.

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review.

Values

All Fortius staff are expected to display and aspire to the Fortius Values.

Making it Happen

Be proactive in reviewing the current service, making recommendations and implementing changes to continuously improve the patient journey.

Stronger Together

Work in partnership with the multi –disciplinary team to challenge and influence clinical and managerial decision making.

Personalised Service

Deliver a patient centred service, provide patients with information regarding their care and treatment.

Person Specification

Qualifications / Knowledge / Experience and Skills	Essential	Desirable
ACCA/ CIMA newly qualified or final stage of accounting qualifications	X	
Solid knowledge of double entry and a working knowledge of the requirements of standard accounting policies	X	
Confident using accounting software (preferably Sage)	X	
Strong excel skills (Pivot Tables, V-lookups)	X	
Fluent communicator both in spoken and written English	X	
Experience working in Private Healthcare		X
Good team player with the ability to multi-task	X	
Ability to organise and prioritise work to meet deadlines in a fast-paced environment	X	