

## JOB DESCRIPTION

<b>Job title:</b>	<b>Financial Accountant</b>
<b>Grade:</b>	<b>Grade VI</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Working Hours:</b>	<b>35 hours per week for a Full-time employee.</b>
<b>Salary Scale:</b>	<b>€57,898 - €70,734</b>

### Mission and Values of the Hospital

#### Mission

We strive for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

The values of human dignity, compassion, justice, quality and advocacy rooted in the mission guide us in our work.

We will, within the foregoing context, make every effort to maintain excellence in clinical care, teaching and research.

*Comh mheas, comh bhá, comh phártíocht agus  
comh oibre bunsraith ár gcuid saothar uile.*

#### **Core Values**

*Human Dignity*

*Compassion*

*Justice*

*Quality*

*Advocacy*

**Role Summary:**

To assist the finance manager in the accounting function in St. Michael's Hospital and report directly to the Finance Manager. To prepare monthly reports, analysis for both internal and external sources, assist in the development, upgrade and replacement of existing financial systems.

**Key Duties and Responsibilities:**

- Managing and Supervising Patient Accounts Department
- Deputising as Finance Manager
- Assist in the day to day running of the accounting function in St. Michael's Hospital.
- Assist in the preparation of monthly financial information including monthly accounts, activity reports, Integrated Management Reports, performance reports and other financial and statistical information as requested.
- Assist in the preparation of the annual accounts for subsequent audit and liaise with auditors during the audit.
- Support the Pensions Department in the performance of their duties particularly in relation to statutory reporting to DPER
- Assist in the management of treasury and cash including cash flow forecasts.
- Deal with queries and requests for information from both internal sources, (SVUH, other departments/managers, etc.), and external sources (HSE, IEHG, etc.).
- Assist in the preparation of annual budgets.
- Liaise with SVHG Internal Audit in the preparation of their annual audit plan for St. Michael's Hospital.
- Review internal controls and procedures and make recommendations as appropriate.
- Work closely with ICT on the development and implementation of finance systems upgrades and replacements.
- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.

**The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**

**Person Specification (Qualifications / Experience / Key Skills):**

Candidates must have:

- A recognised accounting qualification (ACCA, CPA, CIMA, ACA) or at final stages.
- 3 years relevant experience in a similar role.
- Excellent ICT skills, including MS Excel proficiency.
- Proven organisational and administrative skills.
- Excellent interpersonal, written and verbal communication abilities.
- The ability to work on own initiative, prioritise and manage a number of issues simultaneously and demonstrate attention to detail.

**Conditions of Employment:**

- Annual Leave Entitlement: 30 days per annum pro-rata. Annual leave is calculated January to December of each year
- Sick Leave Regulations: Please refer to contract of employment and attendance management policy.
- Probationary Period: The appointee shall hold office for a probationary period of six months
- The terms of the Voluntary Hospitals Superannuation Scheme (VHSS & SPSPS) and the Voluntary Hospitals Spouses and Children's Scheme will apply to this position
- A minimum of one month's notice of termination of employment is required. Notice of termination of employment must be received in writing
- Uniform Policy must be adhered to at all times.

**Hygiene**

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Michaels Hospital's quality system to ensure the safety and

well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

### **Policies/Legislation:**

All hospital policies and procedures form an integral part of an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at work, Trust in Care, Computer Usage Policy) and the hospitals ethical codes of practice.

### **Confidentiality**

In the course of your employment you may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and, unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

### **Please note the following:**

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- Mandatory training must be adhered to and recertified before expiry timeframes occur i.e. Manual Handling, Basic Life support, Intravenous assessment, Hand hygiene education, waste management and Mission effectiveness programme.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building and the Hospital Grounds is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health

### Benefits of working at St Michaels Hospital

- Defined benefit pension scheme
- Access to learning and development opportunities
- Library facilities
- Subsidised staff restaurant
- Subsidised pharmacy

- Access to subsidised Gym Facilities
- Access to health services credit union
- Group discount for health insurance
- Excellent access to public transport including dart and bus routes.
- Tax saver commuter ticket scheme

**This job description will be subject to review in the light of changing circumstances and may include any other duties and responsibilities as may be determined from time to time.**

### Notes

The extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The incumbent will be required to maintain and enhance their professional knowledge, skill and aptitudes necessary to respond to a changing environment. The job description must be regarded as an outline of the major areas of accountability, which will be reviewed and amended on an on-going basis.

**Reviewed:** Apr 2026

**Next review:** Apr 2031