



## Job Description

<b>Post Title:</b>	Accountant (Costing)
<b>Post Status:</b>	Fixed-Term Contract (12 Months)
<b>Department</b>	Finance
<b>Location:</b>	Beaumont Hospital, Dublin 9
<b>Reports to:</b>	Director of Finance & Procurement
<b>Salary:</b>	Appointment will be made on Grade VII ( <b>€48,015 – €62,417</b> ) at a point in line with Government pay policy.
<b>Hours of work:</b>	Full-Time / Part-Time
<b>Closing Date:</b>	12 Noon on 26 <sup>th</sup> September 2017

### Position Summary:

Speciality Costing Accountant required for Beaumont's busy Management Accounts team.

### Principal Duties and Responsibilities:

- Development of ABF (Activity Based Funding) funding model for Beaumont Hospital as part of the greater RCSI Hospitals Group.
- Manage the financial aspects of the transition to activity based funding , including developing appropriate facility and service budgets, monitoring and variance analysis of such budgets.
- Well-developed skills in designing, establishing and monitoring data collections for costing purposes including process mapping of activities.
- Participate in the development of relative value units (RVU's) for use in the patient level costing process (PLC).
- Prepare accurate extract files for upload within the time frame set down by the Hospital Pricing Office (HPO).
- Provide leadership and advice on all matters relating to ABF for Clinical and non clinical staff.
- Undertake analysis and ad-hoc financial performance reporting for specific improvement programs /areas of concern.
- Assist the implementation of data and reporting systems and controls to support the management of ABF reporting requirements.
- Analysis and assessment of the financial implications of changes to ABF policies and processes, new ABF opportunities, cost-saving initiatives and other health system reforms.
- Contribute to activity target setting processes and move to Activity Based Management as a core principle in Beaumont Hospital.
- Actively participate with HPO in relevant ABF Group committees and working parties
- Develop educational material for targeted groups and act as an educational resource on ABF matters.
- Prepare timely and accurate reports as required by internal and external stakeholders.
- Ensure compliance with all relevant legislation, accounting standards and policies, procedures and guidelines.



- Work constructively with stakeholders and staff to improve efficiency, identify and implement savings and identify strategies to improve revenue generation.
- Other duties consistent with the role and as directed by the Director of Finance and Procurement or Hospital CEO.

### **Selection Criteria:**

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post.

Applications will be assessed on the basis of how well candidates satisfy these criteria.

### **Mandatory:**

- Membership of a recognised or prescribed accountancy body such as ACCA, CPA, ACMA, CIMA, ACA or equivalent

**or**

- Part-Qualified Accountant – ACCA, CPA, ACMA, CIMA, ACA or equivalent

### **Desirable:**

- Experience of establishing project teams, formulating project plans and delivering projects on time and budget
- In depth Knowledge costing
- In depth Knowledge of Financial Reporting Standards
- Expertise in reporting, analysing and manipulating data
- Experience of developing business case documents
- Experienced and proficient in the use of Microsoft Office suite of applications including knowledge of Access and advanced competency in Excel.

### **Application Procedure:**

Candidates should submit a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to [recruitmentoffice@beaumont.ie](mailto:recruitmentoffice@beaumont.ie), referencing the job vacancy in the subject line.

*A short listing exercise may be carried out on the basis of information supplied in your application. The criteria for ranking and or short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification.*